ENROLMENT POLICY

Rationale

This policy document provides information for the community on the entitlements, requirements and procedures for the enrolment of students in Dungog High School.

Legislation

NSW Government legislation requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

General Principles

A student is considered to be enrolled when he or she is placed on the admission register of a school.

A student should be enrolled in one school only at any given time.

Children are entitled to be enrolled at the government school that is designated for the intake area within which the child’s home is situated and that the child is eligible to attend.

Parents may seek to enrol their child in the school of their choice.

The Department of Education and Communities determines school local areas through a process involving consultation between the Assets Management Unit and the Director PSNSW.

Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.

The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

No person will be discriminated against in enrolment on the grounds of his or her sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Students with Special Learning Needs

In addition to these general principles, there are particular criteria for enrolment of students with special learning needs. The decision on where to enrol a student, and with what level of support, will depend on a number of factors, including a student's educational needs, the expressed desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

Refusing Enrolment

A student who is of post compulsory age (over 17 years) may be refused enrolment on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage his/her behaviour.

A non-local student who is under the age of 17 and has a record of violence in a previous school will be refused enrolment.

Intake Area

Dungog High School maintains a map that outlines the boundaries of its intake area. Students are considered to be local enrolments if their public school (or the public school that they would have gone to, according to their current address) is one of the following:
Dungog High School Enrolment Policy

Enrolment Ceiling

The enrolment ceiling for Dungog High school is set in consultation with the Director PSNSW at the beginning of each school year.

Enrolment Buffer

The enrolment buffer for Dungog High school is set in consultation with the Director PSNSW at the beginning of each school year.

Placement Panel

When demand for places exceeds availability, a Placement Panel will be formed. The placement panel will consider and make recommendations on all non-local enrolment applications. The criteria for the enrolment of non-local students will be consistent with the general principles governing enrolment stated above.

The panel is composed of the Principal, the Head Teacher Administration and a representative of the parent body. The principal has the casting vote and chairs the panel. In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions.

The decisions made by the placement panel will be made within the context of the agreed enrolment ceiling and the enrolment buffer retained for local students arriving later in the year.

Criteria for Non-local Enrolment Applications

The criteria for selecting amongst non-local enrolment applications is set out below:

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school.

Parents will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

Note: any incident of violence at a previous school will be considered before the above criteria are discussed by the panel.

Waiting List

A waiting list will be established for non-local students. Parents will be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list will reflect realistic expectations of potential vacancies. Waiting lists are current for one year.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal is to be made in writing to the principal. Where required, the principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter. If the matter is not resolved at the local level the Director PSNSW will consider the appeal and make a determination. The Director PSNSW will consult with the relevant principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.
Dungog High School
Application for Non-local Enrolment

Student Name: .......................................................... Date of Birth: .... / .... / ....

Former School: ..........................................................

Home Address: ........................................................................................................

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Home Phone: ......................................................... Mobile Phone: ..........................

Any incident of violence at previous school: Yes ☐ No ☐

If Yes, give details .....................................................................................................................

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Circle the non-local criteria that you believe is relevant to this non-local enrolment application (you may circle more than one criteria)

- proximity and access to the school
- medical reasons
- compassionate circumstances
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- siblings already enrolled at the school
- special interests and abilities
- structure and organisation of the school.

Use the space below to list the reasons why your son / daughter should be considered for non-local enrolment at Dungog High School.

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 Guarantor: .......................................................... Date: .... / .... / ....

Parent / Caregiver Name: .........................................................

Parent / Caregiver Signature: .......................................................... Date: .... / .... / ....
Supporting Statement from current school:

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