

ENROLMENT POLICY & PROCEDURES

Updated: 9th March, 2019

Contact Person: Principal Ms Hayley Macdonald

Relevant Documents:

DET Policy "Enrolment of Students in Government Schools"

Memoranda DN/06/00168, DN/06/00160, DN/06/00227

Legal Issues Bulletins – 7, 20 & 43

Education Act 1990 No. 8

Education Reform Act 1990

Legislation outlined in the Education Reform Act 1990 requires students over the age of six to be enrolled in a government or registered non-government school until the minimum leaving age, and to attend school on each day the instruction is provided (registered and participating in home schooling). It is the duty of the parent or carer of the student to ensure that these obligations are met.

General Principles Governing Enrolment

The following guidelines apply to enrolment at government schools:

1. 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.
2. Parents may seek to enrol their child in the school of their choice.
3. School local areas are determined by the Department of Education.
4. Students may only be enrolled in one school at any one time.
5. 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.
6. Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
7. The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
8. The requirements of Work, Health and Safety must be considered before any student is enrolled.
9. Students with a history of violence or criminal behaviour may not be accepted if the risk assessment reflects that the safety and welfare of students and staff may be compromised.

Non-Local Enrolment

Definition

Students who live outside the drawing area of Waratah Technology Campus are considered to be non-local enrolments. The Department's online School Intake Zone Enquiry tool is used to determine boundaries.

Enrolment ceilings

The availability of places for non-local enrolments at Waratah Technology Campus is primarily determined by an enrolment ceiling based on the general principles listed above.

Within this enrolment ceiling, vacant positions will be maintained in a buffer in each year group to accommodate local students arriving throughout the year. The size of this buffer is based on historical data, on enrolment fluctuations and on the number of families moving in and out of the local area. Places within this 'buffer' are not to be offered to non-local students.

Applications for non-local enrolment

Non-local placements of students will be considered in line with the following factors:

- That the school is able to offer a place in a year group without affecting the total number of students in that year group entering into the buffer for that year group.
- Where there are more applications for the places available, each student will be assessed on a case-by-case basis according to the following criteria:
- Serious compassionate or medical circumstances

Notes:

- Childcare arrangements and siblings already enrolled at the school will not usually be considered as part of the criteria for non-local placement.
- The criteria for non-local enrolment applications is applied equitably to all applicants if a vacancy exists.
- An 'Application for Non-local Enrolment' form is fully completed and additional information addressing the above criteria is provided.

Procedures

- Non-local applications that can be accommodated will be initially considered by a panel consisting of Principal, a Deputy Principal and the enrolment staff officer.
- The Principal or Deputy Principal may seek further information from previous schools or the family to assist in this decision.
- Applicants will be advised as soon as possible of the decision – within 10 school days at the latest.

Overseas Students

Parents or carers who are enrolling students from overseas may be subject to special conditions depending upon the students' entry visas.

Enrolment Procedures

Refer to the Enrolment Form checklist for steps and procedures to follow. Note that these steps are general and may be preceded by other necessary actions in some cases such as non-local enrolments, temporary students or students with high needs requiring an enhanced process.

Enrolment ceilings for non-local enrolments 2019

Year	Maximum enrolment	Cut off for non-local enrolments	Buffer
* 7 (2020)	270 (based on 9 core classes of 30 and 12 Art/Mandatory Technology classes of 20)	250	N/A
** 7 (2019)	270 (based on 9 core classes of 30 & 12 Art/Mandatory Technology classes of 20)	250	15
8 (2019)	270 (based on 9 core classes of 30 and 12 Technology classes)	264	0
9 (2019)	210 (based on 7 core classes of 30)	180	0
10 (2019)	180 (based on 6 core classes of 30)	160	10

NOTE:

* 2020 Year 7 numbers may change depending upon enrolment trends.

** 2019 Year 7 ceilings and buffers may change depending on possible changes to class and timetable structures.

Consideration has been given to the following:

- Buffers have been estimated based on historical trends.
- Possibility of a large number of local enrolments during the year in all years.
- Significant number of local foster carers mean children are placed by FACS during the year.
- Significant number of refugee families settle in the area.
- Non-local enrolments during the year that impact significantly on school effectiveness (i.e. generate demand for extra staff or create disruption to normal routine) contribute to the ceilings set.
- Maximum class sizes in Visual Arts in Year 7 is 20.
- Maximum class sizes in Technology in Year 8 is 22.