



**In accordance with:**

- The Department PROCEDURES FOR SECONDARY SCHOOL ENROLMENT TRANSITION FROM YEAR 6, 2017 TO YEAR 7, 2018
- Student Attendance in Government Schools – Procedures
- Legal Issues 40 – Collection, use and disclosure of information about students with a history of violence
- Dealing with Family Related Issues in Schools and TAFE NSW - Guidelines for School and Institute Staff and Legal Issues Bulletin No. 20.

*Information for enrolment committee:*

- Parents/carers are entitled to seek enrolment of their child at the local secondary school that is designated for the intake area within which the child's home is situated and which the child is eligible to attend.
- In addition to seeking enrolment at their local secondary school, parents/carers are entitled to apply for placement of their children in up to three non-local secondary schools under the Department's current enrolment procedures.
- Parents/carers may seek to enrol their child in the secondary school of their choice but they should recognise that they have priority only in their designated local secondary school.
- Schools are required to establish an enrolment buffer to cater for anticipated future local enrolment demand, thereby seeking to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- Students from split or shared family arrangements currently enrolled in a Tamworth School outside of Oxley High School's Catchment Area will generally be considered out of Oxley High School's student Catchment Area when one of the parents moves into Oxley High School's area. Given the changes in Family Law, the school must take the appropriate measures to establish the student's living arrangements and that both parties agree to the student seeking enrolment.
- Schools are required to have a written policy which states the criteria upon which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- Oxley High School will move the student ceiling and buffer in accordance with special programs, mainstream classes, special education classes and other non-specific programs in the school.
- The determination of the ceiling and buffer will be determined by the enrolment committee in consultation with the principal of Oxley High School.
- The committee meets week 6 each term.

### **Enrolment Ceiling**

Oxley High School is built on a site with a permanent building capacity for 940 students with an additional 44 Special Education places. As a result of this, the ceiling for maximum student enrolment is 880 students. The buffer for enrolment of mainstream students is set at approximately 8% of the ceiling.

Where appropriate, the school may consider enrolment above the ceiling. Any consideration is at the discretion of the principal.

### **Enrolment Panel year 6 to Year 7, Non local applications**

This school has an *Enrolment Panel* consisting of the Principal, the Deputy Principal responsible for Year 6 into Year 7 transition, enrolment officer and a parent. This panel is responsible for implementing the criteria for non-local placement, consistent with DoE guidelines. The panel is responsible for implementing the OHS enrolment policy through a collaborative process of reviewing all applications and ranking applications and establishing a waiting list.

## Placement criteria for non-local students

In addition to the availability of appropriate staff and permanent classroom accommodation, the placement criteria **could** include factors such as:

- proximity or access to the school
- siblings already enrolled at the school
- access to single-sex education or to co-education
- disability or medical-related reasons
- safety and supervision of the student before and after school
- curriculum offering of the school to extend the special aptitudes of the student and availability of subjects or combinations of subjects
- special interests and abilities
- compassionate circumstances
- the structure and organisation of the school.

*Please note:*

- The word "**could**" is used and not regarded as an absolute in terms of "**could** and **will**".
- That these criteria are not definitive nor are they listed in any priority order.
- The principal will ensure that the agreed placement criteria for the school are applied equitably to all non-local students.
- Parents/carers are to be provided with an explanation of the decisions of the placement panel in writing.
- The agreed placement criteria must be forwarded to the school education director prior to the placement panel meeting to consider any non-local applications.

## Waiting lists

Waiting lists may be established for non-local students who meet the placement criteria but for whom a place is currently not available. Parents/carers should be advised in writing if their child is to be placed on a waiting list and of his/her position on this list. The size of the waiting list should reflect realistic expectations of potential vacancies. Waiting lists are current for one year.

## Non-Acceptance of Non-Local Enrolment

*Non-local enrolments will be declined where:*

- The student has an unresolved suspension.
- The student does not have the requisite background information for the Enrolment Committee to evaluate the students prior enrolment history and WHS issues
- The student cannot demonstrate appropriate welfare, curriculum or other unforeseen circumstances to the enrolment committee as the reason for enrolment.
- The student cannot demonstrate appropriate actions as per any current or new DEC policy guidelines.

*Please note:*

Where a parent or carer of a student has removed the child from the home of the primary carer without the primary carer's permission, Oxley High School will consider the merits of the situation and consider a shared enrolment with the school that the student is currently enrolled in, and;

**In most cases, across town boarding with a family member or friend for the purpose of seeking enrolment is not generally accepted by the school as an in-zone enrolment.**

In this case, a Community Services notification will need to be lodged and the enrolling parent advised that the primary carer can seek to remove the child from the school and return home. (ref: Legal Branch)

## Appeals

Where a parent/carer wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The principal should seek to resolve the matter. If the matter is not resolved at the local level the Director Public Schools will consider the appeal and make a determination. The Director will consult with the relevant principals and school communities as necessary. The purpose of the appeal is to determine whether the stated criteria in the school policy have been applied fairly.

## Enrolment of Non-Australian Citizens

Non-Australian students must hold a visa, and may be enrolled under set conditions set out in the booklet "*Conditions for Enrolment of Non-Australian Citizens in NSW Government Schools*". Temporary residents may be enrolled for the period specified on the visa. International students studying in NSW may enroll their school aged dependants. Students on a Visitor visa may enroll for a maximum of three months, but must arrange their enrolment through the International Students Centre.