



Kingsgrove High School- Enrolment Policy

This document supports the Enrolment of students in NSW Government Schools Policy to provide information on the entitlements, requirements and procedures to enrol students in NSW Government schools. It should be read in conjunction with the policy and the additional implementation procedures that support enrolment and information located on the enrolment web page. All references to legislation are to NSW legislation unless otherwise indicated.

In an endeavour to create an optimum learning environment, Kingsgrove High School has determined the following enrolment policy (consistent with DoE General Enrolment Procedures Policy) whose conditions are designed to ensure:

- A learning environment which maximises the opportunity for the successful integration of students into the school's learning community;
- Clear guidelines which are accessible to parents and the community.

In the enrolment of students at Kingsgrove High School, three separate groups are identified:

- Year 7 intake;
- ongoing enrolments for local/non-local students; and
- International Student enrolments.

Within that population, priority should be given to:

- achieving gender balance;
- catering for the transition needs of students
- an emphasis on a satisfactory level of behaviour and diligence shown by enrolling students.

Local intake areas are designated by the Secretary, Department of Education so that all compulsory school-age children in the state will be eligible to attend a government school. A student is entitled to enrol at **Kingsgrove High School** if his or her permanent and principal place of residence is within that school's intake area.

An **out of area enrolment** is a student whose permanent and principal place of residence is beyond the designated intake area.

Entitlement to enrol

Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

Schools require an Authority to Enrol for each temporary resident and international student enrolment which is issued by DE International and the Temporary Resident Program.

A current enrolment cap for Kingsgrove High School has been established at 1000 students. Within the enrolment cap, buffer has been determined to accommodate in-area students throughout the year. The buffer is based on historical data, enrolment fluctuations, the number of families that move in and out of the local area during the year and, the capacity to offer access to a broad curriculum.

Considerations for non-local applicants into Year 7:

- The school receives a large number of applications from non-local students, particularly for placement into Year 7.
- All non-local applicants will be considered for enrolment by an Enrolment Panel (for placement in Year 7 at the beginning of the following year).

Criteria for non-local enrolment:

The school may accept non-local enrolments based on the following criteria (in no particular order). No single criteria will guarantee automatic placement.

1. Evidence of positive engagement with their learning
2. In Year 6 at local feeder primary schools
3. Siblings currently attending Kingsgrove High School (although a factor, it is not seen as an automatic reason to accept a student)
4. Proximity to the school
5. Special interests in activities which are nurtured within the school e.g. (Music/band, public speaking/debating, Information Technology, outdoor education programs and sporting excellence)
6. Student leadership

Enrolment panel

The school will establish an enrolment panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel is to be determined locally but must include:

- A member of the executive (other than the Principal) as Chairperson
- at least one staff member
- one school community member nominated by the school's parent organisation.

The Chairperson of the enrolment panel has the casting vote.

Applications for non-local enrolment into Years 8-12:

1. There are sufficient vacancies within the school to accommodate the student
2. The student has a satisfactory record of engagement in learning at the previous school of enrolment
3. The student should be able to travel to and from the school in a way that is considered to be reasonable and not excessive
4. Students with siblings already enrolled (this factor will be considered however, it is not an automatic reason to accept a student)
5. Students should be able to obtain appropriate subjects to allow continuity of study
6. Special interests in activities which are nurtured within the school – for example music/band, public speaking/debating, leadership experiences, computer use, outdoor education programs and sporting excellence
7. Students must show an appropriateness of age for the school cohort
8. Parents may be required to provide 100 points of proof of residence

The 100-point residential address check used to determine the student's entitlement to enrol at the school.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ul style="list-style-type: none"> 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year 	40
2. Any of the following <ul style="list-style-type: none"> 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement 	20 each
3. Any of the following documents <ul style="list-style-type: none"> 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this. 	15 each

* up to three months old

Considerations for enrolment of Local Applicants of post-compulsory age (17+):

The school often receives applications from local students of post-compulsory age into credentialing years. All local students of post-compulsory age will be considered by the Principal or their nominee. The school may accept local students of post-compulsory age into the credentialing years on the following considerations (in no particular order). No single consideration will guarantee automatic placement.

- The student's current residence is in the school's local intake area
- Students should be able to obtain appropriate subjects to allow continuity of study
- The student has a satisfactory record of engagement in learning at the previous school of enrolment
- Students must show an appropriateness of age for the school cohort
- The school's enrolment cap has not been reached

Enrolment interviews

- Caregivers/Parents are required to attend an interview at the school prior to any enrolment being considered (Year 7 the following year being excepted).

Waiting lists

Waiting lists for non-local students will be established where necessary. Parents will be advised if their child is to be placed on a waiting list and of his/her position on the list. Waiting lists are current for one year only. Students on waiting lists must be in full attendance at another school.

No wait list will be maintained if there is no realistic potential for vacancies.

The enrolment process

- At the enrolment interview, the student's reports and other documents provided will be used as the basis for a discussion of appropriate class placement and subject selection. Selection of subjects will be subject to availability.
- School procedures and routines (outlined in the Student Information Hand Book provided) will be discussed at the enrolment interview.
- Principal will explain the DoE procedures which must be followed, including the completion of the Application to Enrol in a NSW Government School form and request for information from the previous school.
- The request for Information form to the student's previous school to check on any history of violent behaviour or learning support needs. Non-government schools will be contacted directly to check on any such history. If the previous school is in another state, the appropriate forms will be sent

and must be returned before enrolment can be finalised. If necessary, a Risk Management Plan will be prepared and discussed before enrolment is finalised.

- If necessary, DoE personnel (Student Services) will be contacted regarding additional support required. Any health issues (e.g. anaphylaxis, diabetes) must be addressed by the provision of or development of a personal health care plan before enrolment.
- Year 11 and 12 enrolments will negotiate their subject choices dependent on class numbers, course availability, past patterns of study and NES requirements. It should be noted that students wishing to enrol into Year 12 must have a compatible pattern of study available for their enrolment to be accepted.
- All forms must be returned to the School Administration Office and data entered before a timetable can be generated. In general, the enrolment process will require 2-3 days for completion (dependent on prompt return of information by previous schools).

Appeal

The purpose of an appeal is to determine whether the stated criteria has been applied equitably. Appeals against a decision of the Enrolment Panel should be made in writing to the Principal. The Principal will consider the appeal and make a determination. The parent will be advised in writing. If the matter is not resolved at the school level, the parent may choose to appeal to the Director Educational Leadership.

Transfer applications

Students from non-government schools, interstate or from New Zealand, will be enrolled at this school consistent with its policy. The Principal, in consultation with the School Counsellor and other relevant specialist teachers, will determine the appropriate year and level of study for the enrolling student.

Enrolment of International students

- The enrolment of all International Students must comply with the guidelines outlined in the DE International Students Handbook for Schools
- The enrolment process will usually be conducted by the Principal or their delegate
- Appeals against the decision of the Principal/Placement Panel should follow the processes outlined elsewhere in this policy
- No overseas student can enrol without an Authority to Enrol issued by the DE International