

QUIRINDI HIGH SCHOOL-Enrolment Policy

Quirindi High School is a coeducational school that offers personalised attention and a wide range of curriculum choices. The professional staff of the school work to assist students to realise that the world is a place of rapid technological and social change where lifelong learning is essential.

We aim to create innovative, creative students who excel to meet the challenges and opportunities of the twenty first century.

Quirindi High School upholds the general principle that children are entitled to be enrolled at the government school that is designated for the local intake area (zone) within which the child's home is situated. This policy aims to outline the ways in which this entitlement is implemented.

The Department of Education (DoE) has enhanced its enrolment procedures to support schools in meeting their obligation to enrol under the *Education Act* while also ensuring our obligation to ensure safe working environments for staff and students at Quirindi High School under the *WH&S Act*.

All applicants will be subject to a background check to assess the need for preparations/support for the student prior to commencement at Quirindi High School. All enrolment applications outside of the annual year 7 intake, will involve an interview prior to confirmation of enrolment.

GENERAL PRINCIPLES

Quirindi High School will uphold the general principles of the Department of Education (DoE) regarding enrolment which include the facts that:

- ☑ Parents may seek to enrol their student in the school of their choice
- ☑ Quirindi High School is required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local student has a place at their local school if they choose to attend it.
- ☑ That the school has a written policy which states the grounds on which non-local enrolments will be accepted.
- ☑ That in the context of the above principles, no person will be discriminated against enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Quirindi High School will also comply with the following requirements;

Local Enrolment

A local enrolment is a student whose permanent residence is situated within the designated local enrolment area. The Quirindi High School zoned area is available on the school's website. Students of New South Wales Primary Schools have their ERN data automatically processed onto the Quirindi High School tracking sheet. A local enrolment from a non-government school should apply to the school for registration. The school will seek evidence demonstrating local resident status through the provision of **current original documents**:

- ☑ Property ownership or tenancy documents in the name of the applicant's parent(s), e.g. rate notice or tenancy agreement.
- ☑ Three utility account statements. All documents MUST display the name and local address of the applicant's parents/carers.

Other Arrangements

If an applicant wishes to apply for local enrolment but is living in an arrangement which is outside of those listed above, or where the required documentation cannot be produced, an offer of enrolment cannot be guaranteed. In such cases, additional documentation may be requested including a statutory declaration which clearly explains the living arrangements of the applicant and indicates a commitment to the local area. These applications will be considered on an individual case basis and are subject to available places and the Principal's approval.

Note: Special arrangements apply for students on accredited exchange programs.

☑ Visa status of non-Australian citizens will be checked with regard to fees to be paid to the government (Temporary Resident Visa Unit).

☑ Guardianship arrangements for an enrolling student will need to be confirmed with the school by the student's parents/carers.

Non-Local Enrolment

A non-local enrolment is a student whose permanent residence does not fall within the designated local enrolment area.

☑ Parents/Carers living outside the school's designated local area may apply to enrol their student/s at the school. An enrolment form and Non-Local Application Form must be completed. This is available on request from the school.

☑ Places for non-local applicants will be considered in the light of the whole school and each academic year's enrolment figures, given:

- the number of teaching spaces available, and
- that sufficient buffers be left to accommodate possible new local enrolments throughout the school year.

PROTOCOLS IN RELATION TO ENROLMENT OF NON-LOCAL STUDENTS

Criteria for selecting and accepting non-local enrolment applications is documented and made available, in advance, to parents/carers who are interested in enrolling their students.

☑ Special circumstances in relation to out of zone enrolment applications will be considered on a case by case basis with communication between the relevant schools.

Special circumstances that may be cited when considering such enrolments include:

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

Note: Satisfying one or more of the above criteria, however, does not guarantee enrolment.

Offers of enrolment to non-local applicants may only be made when places are available. Applicants who satisfy one or more of the above non-local enrolment criteria will not be made an offer of enrolment if places are not available.

☑ Waiting lists for each academic year may be established.

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 will seek to resolve the matter. If the matter is not resolved, the Director Educational Leadership will consider the appeal and make a determination. The Director Educational Leadership will consult with the Principal and school community, as necessary.

RESIDENCY REQUIREMENTS

Applicants must be Australian or New Zealand citizens or holders of a visa granting permanent resident status in Australia. Proof of citizenship/residency must be provided. Parents/Carers must be living in New South Wales by the beginning of the school year. Proof of New South Wales residency must also be provided.

ENROLMENT CEILING

Quirindi High School's enrolment ceiling is 520 students. This is based on available permanent accommodation. (Demountables are not usually counted towards the enrolment ceiling unless replacement accommodation is under construction).

The enrolment ceiling for each year is as follows:

☐ Years 7 and 8 (90 per Year)

☐ Years 9 and 10 (90 per Year)

☐ Years 11 and 12 (80 per Year)

This does not include students with official placements in the support classes.

ENROLMENT BUFFER

No additional accommodation (permanent or demountable) will be provided by the Department of Education (DoE) to cater for increased enrolments resulting from non-local placements. Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer at Quirindi High School is currently set to 20 students.

ENROLMENT COMMITTEE

The Quirindi High School Enrolment Committee meets to consider out of zone enrolment applications on a case by case basis. The committee is chaired by the Principal who ensures procedural fairness is maintained and gives final approval for all decisions. The decisions made by the committee must be made within the context of the Department of Education Enhanced Enrolment Policy and Procedures, the agreed enrolment ceiling and buffer and local enrolment protocols of non-local applications. The enrolment committee will keep minutes of all meetings and decisions. Minutes of meetings are available on request by the Director Educational Leadership. The Principal will ensure that the established criteria are applied equitably to all applicants. Parents/Carers will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

WAITING LISTS

A waiting list may be established for non-local students, if warranted. Parents/Carers should be advised in writing if their student is to be placed on a waiting list and their position on it. The size of the waiting list should reflect realistic expectations of potential vacancies. The waiting list is current for one year.

APPEALS

Where a parent/carer wishes to appeal against the decision of the enrolment committee, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter cannot be resolved by the school, it will be referred to the Director Educational Leadership.

INTERSTATE STUDENTS

Applications for enrolment of Interstate students will be considered through the use of the Interstate Student Data Transfer Note (ISDTN) and Protocols. The note and protocols can be found at www.mceetya.edu.au.

OVERSEAS STUDENTS

The Principal will ensure that all Department of Education procedures and protocols regarding visas, etc. are carried out when enrolling students from overseas.

REFUSAL OF ENROLMENT

In the first instance, the Principal will consider applications for non-local enrolment on the criteria for non-local enrolments as stated in the school's enrolment policy. Non-local applications may be declined due to lack of accommodation or because others have been given higher priority on the basis of school enrolment policy criteria.

The Principal may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour.

Quirindi High School has a responsibility to assess and manage any risk of harm to its staff and students. The current Department of Education application to enrol gives parents and caregivers the opportunity to provide the school with information that will help facilitate the smooth transition of students into Quirindi High School. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of some students.

The Principal is required to certify that the Special Circumstances and student history of each student have been assessed. The Principal will then determine whether a Risk Assessment is required and will sign off (prior to accepting or denying the enrolment) on whether the Risk Assessment has been conducted and that if necessary a Risk Management Plan and appropriate resources have been put in place.

As well as these enhanced enrolment procedures, an email-based **Request for student background information and documents** enables information to be exchanged between Principals concerning students who have a history of violence or other discipline issues.

The Principal has the responsibility for the final decision. However, in some circumstances, the Director Educational Leadership may direct the Principal to enrol a student.

In certain circumstances, it will be necessary for the co-ordinating Deputy Principal to consult with the Principal regarding contentious enrolment applications before proceeding.

Refer the enrolment to Head Teacher Student Wellbeing/LaST/Counsellor for further support.

RESPONSIBILITIES AND DELEGATIONS

With regard to enrolment, the school Principal is responsible for:

- ☑ preparing an enrolment policy in consultation with the school community
- ☑ managing the school enrolments within the resources provided to the school
- ☑ advising the Director Educational Leadership of enrolment and curriculum trends in the school
- ☑ maintaining accurate and complete enrolment data
- ☑ establishing an enrolment ceiling to cater for anticipated local demand
- ☑ setting an enrolment number (a buffer) to cater for anticipated local demand during the year
- ☑ establishing a placement panel for non-local places
- ☑ providing all staff with relevant information and resources for students who require a Risk Management Plan.

EVALUATION

The enrolment policy and procedures will be evaluated if there are changes in DoE requirements.

QUIRINDI HIGH SCHOOL ENROLMENT PROCEDURES

Year 6 to Year 7

- ☑ Quirindi High School will follow the procedures as specified by the Department of Education (DOE) for the enrolment of Year 7 students. Relevant teaching staff and school administrative and support staff involved in the Year 6-7 enrolment process.
- ☑ The Transition Co-ordinator is responsible for establishing and maintaining regular communication regarding all aspects of Orientation Day and all other transition arrangements.
- ☑ Processes around the enrolment of students of concern will occur between Quirindi High School and the relevant primary school using the appropriate mechanisms.

Students in Years 8-12 (and Year 7 students enrolling mid-year)

- ☑ Parents/carers will attend an interview with the Principal once the application to enrol has been completed and handed to the office.
- ☑ The previous school will be contacted.
- ☑ The Principal/Deputy Principal will certify that the Special Circumstances and student history of each student have been assessed and will then determine whether a Risk Assessment is required.
- ☑ The Principal/Deputy Principal will then sign off (prior to accepting or denying the enrolment) on whether the Risk Assessment has been conducted and if necessary a Risk Management Plan and appropriate resources have been put in place.
- ☑ If there is a reason for concern due to a history of violence or other discipline issues, a *Request for student background information and documents* will be activated.