

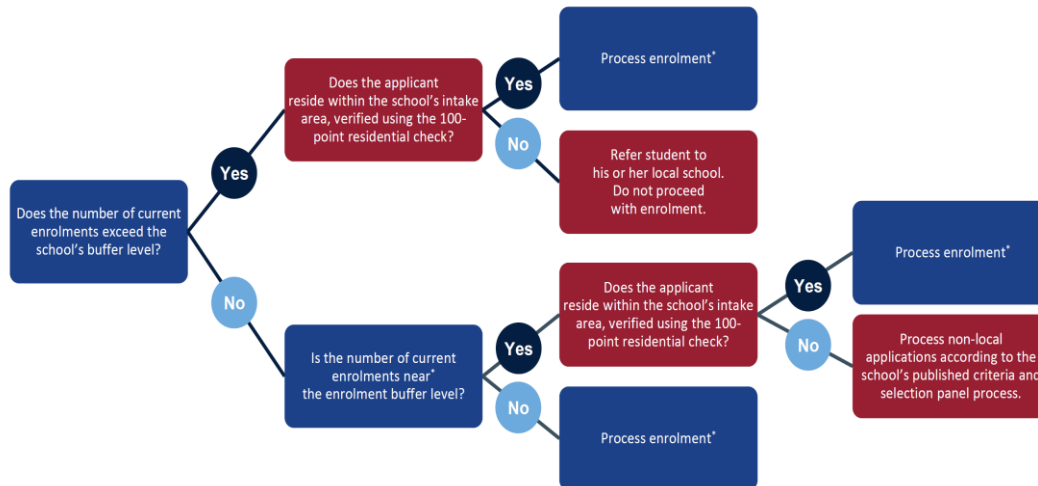


Procedures for the enrolment of students

Informed by Enrolment of Students in NSW Government Schools Policy statement¹ and General Enrolment Procedures²

Students are entitled to be enrolled at the local school for which they are eligible³.

Decision tree for standard enrolments⁴



Enrolment Cap

The enrolment cap is the number of students that can be enrolled at a school based on permanent accommodation. The cap is determined centrally by School Infrastructure NSW.

Enrolment Buffer

Within the enrolment cap, a number of enrolment places (a buffer) must be set aside for the enrolment of local students arriving throughout the year. Once a school has reached its local enrolment buffer, places cannot be offered to non-local students. The local enrolment buffer and the school's non-local enrolment criteria are to be reviewed on a regular basis. Any change is to be approved by the Director, Educational Leadership in time for enrolment of the following year's intake.

Proof of residency

Schools will undertake a 100 point check to verify that a student presenting for enrolment resides within the school's designated intake area. In exceptional circumstances, the Principal may waive this requirement subject to approval by the Director, Educational Leadership.

Enrolment of non-local students

Schools that have reached their enrolment cap have no capacity to enrol non-local students unless requested by the Director, Educational Leadership.

Criteria for the enrolment of non-local students may include:

- siblings already enrolled at the school
- compassionate circumstances
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects

- structure and organization of the school
- proximity and access to the school
- recent change in the local intake area boundaries

Criteria for the enrolment of non-local students will not include student ability, performance or achievement.

Enrichment classes

Woonona High School offers an enrichment class to high potential or gifted students, and a CAPA class to students with special interest in this area. Only students who have been accepted for enrolment can be considered for placement in these classes.

These classes are not designated as Selective classes, nor are the schools identified as partially Selective.

Enrolment panels

Schools above their buffer cannot enrol non-local students, without the approval of the Director, Educational Leadership.

When the number of non-local applications received exceeds the number of places available below the local enrolment buffer, applications will be considered by a non-local enrolment panel. The principal will also seek the approval of the Director, Educational Leadership before agreeing to enrol the student.

The enrolment panel includes:

- A member of the executive staff (chairperson)
- A member of the school's teaching staff
- School community member, nominated by the school's Parents and Citizens' Association

The preference is for the principal not to be part of the enrolment panel so that any appeal can be considered by the principal in the first instance.

Waiting Lists

Where no non-local places are available within the school's buffer, a waiting list for students may be established by the principal. The length of the waiting list should reflect realistic expectations of potential vacancies and ensure students can participate in the relevant transition processes.

Appeals

Appeals against the decline of non-local enrolment applications must be in writing. They are managed by the principal in the first instance with the purpose to determine whether the stated criteria have been applied equitably.

The Director, Educational Leadership is the final decision maker for appeals against the decline of non-local enrolment applications as per the General Enrolment Procedures⁵.

¹ <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

² <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>

³ The school finder tool is located at <https://education.nsw.gov.au/school-finder>

⁴ <https://education.nsw.gov.au/policy-management-schools/media/documents/Decision-tree-Revised-enrolment-policy-2019.pdf>

⁵ <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>