This policy covers all enrolments according to the Department of Education and Communities: Enrolment of Students in Government Schools: A Summary and Consolidation of Policy

Guidelines:

1. School Administration staff issue parent/carer with appropriate ‘In Area’ or ‘Out of Area’ enrolment form.
2. Member of Senior Executive contacts student’s previous school if applicable.
3. Student and parent/carer interviewed by a member of the Senior Executive.
4. Parent/carer completes relevant enrolment forms and provides three items of evidence of address, student’s birth certificate/passport, school reports and any other relevant information.
5. Member of Senior Executive approves or declines enrolment. If approved, electives are negotiated with a member of Senior Executive.
6. Year Advisor with consultation with Senior Executive places the student into a class.
7. Information is entered into Edval and a timetable is created.
8. Year Advisor provides Head Teachers relevant student information and intended start date.
9. Year Advisor meets with the student on their first day of school. Year Advisor organises a student escort to orient the student to the school environment and facilitate the signing in of new enrolment with Head Teachers.
10. Year Advisor to return the completed school subject enrolment form to School Administration staff.

General Principles Governing Year 6 - 7 Enrolment:

According to Year 6 to 7 Department of Education and Communities Reference Guide.

1. Parents/carers are entitled to seek enrolment of their child at the local secondary school that is situated and which the child is eligible to attend.

2. In addition to seeking enrolment at their local secondary school, Year 6 parents/carers are entitled to apply for placement of their children in up to three non-- local secondary schools under the Department’s current Year 6 - 7 enrolment procedures.

3. 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.

4. 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.
Criteria for non-local enrolment applications Years 7-12.

1. The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

A placement panel will consider factors such as:

a. Siblings already enrolled at the school
b. Medical reasons
c. Compassionate circumstances
d. Safety and supervision of the student before and after school
e. Availability of subjects or combinations of subjects
f. Special interests and abilities
g. Proximity and access to the school
h. Structure and organisation of school

Please note:

• established criteria are applied equitably to all applicants
• criteria are not listed in priority order
OVERVIEW OF THE YEAR 6-7 PLACEMENT PROCESS

Primary Principals issue parents/carers with Moving into Year 7 in a NSW government school, indicating each student’s designated local secondary school.

Parents/carers complete and return Expressions of Interest (EOIs) to primary schools.

Local students wishing to enrol at their local secondary school: Primary Principals enter EOI information into ERN and send originals of EOIs to designated local secondary schools.

Students seeking placement at other government schools – non-local, specialist, those with a specific program or a support class: Primary Principals enter EOI information into ERN, add comments on EOIs (if appropriate) and send copies of EOIs to Choice 1 schools.

Round 1 begins: Secondary Principals convene school placement panels to consider Round 1 applicants.

Successful students: Secondary Principals send out Applications to Enrol to successful students.

Unsuccessful students: Secondary Principals notify parents of unsuccessful placement and send copy of EOI onto next school on tracking sheet.

Secondary Principals: (a) send out Applications to Enrol to local students (b) send out Student Information Request No.1 to Primary Principals.

Secondary Principals: (a) review information from each Application to Enrol and Student Information Request form, with a view to determining if further risk assessment of specific students is required (b) start sending out acceptance letters to all local students now accepted for enrolment.

Round 2 begins: Secondary Principals convene school placement panels to consider Round 2 applicants.

Successful students: Secondary Principals send out Applications to Enrol to successful students.

Unsuccessful students: Secondary Principals notify parents of unsuccessful placement and send copy of EOI onto next school on tracking sheet.

Secondary Principals compile complete list of all students identified for placement (both local and others).

Secondary Principals send out Applications to Enrol to all remaining students (local and others) who have not yet completed and returned this form.

Secondary Principals send out Student Information Request No.2 – covering all students that the school proposes to enrol in Year 7 the following year.

Secondary Principals review information from each Application to Enrol and Student Information Request form, with a view to determining if further risk assessment of specific students is required.

Secondary Principals start issuing confirmation of enrolment letters to all students now accepted for enrolment.