



# COOLAH CENTRAL SCHOOL

## ENROLMENT POLICY

### **1. Rationale:**

Students will be enrolled into Coolah Central School in accordance with the policy *Enrolment of Students in Government School*.

Persons residing in the school's designated intake area as determined by the DoE are entitled to be enrolled.

Persons not residing in the school's designated intake area as determined by the DoE are entitled to apply to be enrolled. These applications will be assessed by the school's Principal.

### **2. Aims:**

To develop clear guidelines for the enrolment of students at Coolah Central School

### **3. Implementation:**

In assessing the application, the principal will consider only those matters presented on the application form and not oral or other submissions.

Where a person wishes to appeal against the decision of the principal, the appeal should be made in writing to the Principal. If the matter is not resolved at the local level, the School Education Director will consider the appeal and make a determination.

### **CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS:**

The principal considers and makes recommendations on all non-local enrolment applications.

The development of the criteria for the enrolment of non-local students is the responsibility of the principal.

The principal considers only those matters presented on the application form (not oral or other submissions) and documents its decisions.

Depending on the size of current student numbers, the Principal will determine that the student be:

- (i) considered for enrolment or
- (ii) advised to attend their local school or

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(iii) placed onto a waiting list.

Criteria for selecting amongst non-local enrolment applications will be made available, in advance, to parents who are interested in enrolling their children.

The criteria for non-local applicants listed below will be used by the principal to establish an order of placement, so as to either offer a position at the school (when local enrolment numbers permit) or placement on a waiting list.

Criteria (not listed in a priority order):

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons; disability
- safety and supervision of the student (or sibling) before and after school
- availability of subjects or combinations of subjects
- compassionate circumstances
- considering a non-government school enrolment

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decisions of the principal in writing, should they request it.

### **WAITING LISTS:**

Where no non-local places are available a waiting list will be established by the Principal. Waiting lists are current for one year and can be accessed up until the commencement of the new school year.

### **APPEALS:**

These are lodged against a decision made by the principal and are to be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved it is to be referred to the Director for determination. Appeals are to determine whether the stated criteria of the school have been fairly applied.

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### ENROLMENT PROCESS:

#### Required Documentation

Every new enrolment must have:

- Original birth certificate, or passport
- Other relevant documents, such as Court Order, AVO, etc
- School reports, including the most recent. If lost, arrangements need to be made by the parents/carers with the former school to have these posted/ faxed/emailed so as to be able to present these to Coolah Central School.
- Other reports, including NAPLAN
- ROSA or Preliminary Certificate/Record of Achievement originals must be provided if enrolling into Year 11 or 12.
- Completed *Application to enrol in a NSW Government school* form (provided in the school enrolment package).
- Notice of assessment from the Intensive English Centre (if recently arrived in Australia). Front Office staff will advise parents/carers on arranging an appointment for this assessment.

#### 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 Book* provided) will be discussed at the enrolment interview.
- Any student who is not an Australian or New Zealand citizen must have an appropriate residency visa, or approval to enrol in accordance with the guidelines.
- The Deputy Principal/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 Deputy Principal/Principal will send the Request for Information form to the student's previous school to check on any history of violent behaviour or learning support needs. If necessary, a Risk Management Plan will be prepared and published to staff, **before enrolment is finalised**.
- If necessary, DoE personnel (student welfare, learning support) will be contacted regarding additional support required. Any health issues (eg anaphylaxis, diabetes) must be addressed by the development of a personal health care plan before enrolment.
- Subjects requiring financial contributions to cover course costs are paid on enrolment. Payment plans can be arranged and/or student assistance provided.
- Year 11 and 12 enrolments will negotiate their subject choices with the Deputy Principal subject to class numbers, course availability, past patterns of study and Board of Studies requirements. It should be noted that students wishing to enrol into Year 12 must have a compatible pattern of study available and a successful academic record in this pattern of study for their enrolment to be accepted. The Careers Adviser is consulted concerning TAFE and VET courses.
- All forms must be returned to the School Administration Office and data entered.
- SASS staff will establish a file, check documents (e.g. Transfer Certificate and Records Transfer) and up-date ERN and electronic files.

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### The First Day At School

- The Year Adviser/Teacher will meet the student at the Front Office and arrange for another student to show her/him around the school.
- Class teachers must not add students to any class roll unless they have sighted the student's timetable indicating that they have been placed in that class.
- The Deputy Principal/Principal will ensure that any known issues are referred to the Year Adviser and, if necessary, the Learning Support Team, Careers Adviser, LAST, HT Welfare, Counsellor, so that students can be provided with appropriate support.

### SUPPORT UNIT ENROLMENTS

Our Learning Support Team / Support Unit are invited to partake in any transition planning process. Applications for enrolment are forwarded to the Regional Placement Panel for consideration.

Additional transition programs may be required to accommodate the individuality of student enrolments here. This includes adequate and thorough staff professional learning training and appropriate risk management information and documentation prior to enrolment.

### **ENROLMENT OF STUDENTS WITH A HISTORY OF VIOLENCE**

A risk assessment must be completed. This should involve all relevant information and the involvement of current school personnel who have experience with the student.

All strategies identified must be implemented as per the risk assessment. This may mean that the timeframe for enrolment will be longer than usual.

### **4. Evaluation:**

This policy will be reviewed as part of the school's review cycle.