



Student Enrolment Procedures

These procedures cover all student enrolments. They are designed to make the process as stream-lined as possible with minimal impact on parents, students, SASS, teaching and executive staff, and Year Advisers. These procedures are underpinned by and secondary to all relevant DET and government policies and procedures. These policies include:

- Memorandum DN/06/00168 – Enhanced Enrolment Procedures
- OH&S Act Sections 8 and 20
- Education Act Section 34
- Legal Issues Bulletin No 40 – Collection, Use and Disclosure of Information about Students with a History of Violence
- Memorandum DN06/00160 - Enrolling Students with a History of Violence: School Counsellor Advice to Principals
- Memorandum DN/06/00227 – Improved Access for Principals to Information on Students presenting for Enrolment
- Memorandum DN/06/00020 – Introduction of Interstate Student Data Transfer Note
- The Privacy and Personal Information Protection Act
- The DET Privacy Code

Enrolment Enquiry

1. Enquiry made through the school enrolment officer, who will enquire as to the home address of the student, current school and year, and any special circumstances regarding their enrolment.
2. The parent must provide proof of address **prior to** an enrolment interview being scheduled. This proof of address must meet the 100 point threshold set by the Department of Education. Copies should be made of all documents and placed in the enrolment folder. If a parent cannot supply 100 points of proof of address then the principal must be consulted to determine if sufficient evidence has been provided to determine local enrolment.
3. Any student who does not meet the criteria for non-local enrolment at the time of enquiring should be directed to apply for enrolment at their local high school. If a parent insists on an enrolment, then they should be asked to complete the *Enquiry Form for Out of Area Enrolment* and an *Application to Enrol in a NSW Government School* form, but the parent should be advised that decision to enrol is based on the information and supporting evidence supplied by them in this form. The parent should also be supplied with a copy of our *criteria for Non-Local Applications* for the current year.



4. If it appears that the student is eligible for enrolment, then the parent is issued with an enrolment enquiry pack containing:

- *Application to Enrol in a NSW Government School form*
- *Local activities permission form*
- *SRE permission form (Year 7 only)*
- *Computer Acceptable Use agreement*

For SENIOR Students ONLY:

- *Senior School Agreement*

For INTERSTATE Students ONLY:

- *ISDTN – Parent/Guardian Fact Sheet (NOTE: ISDTN stands for Interstate Student Data Transfer Note)*
- *ISDTN – Form1 – Student Consent Form*
- *ISDTN – Form2 – Parent/Guardian Consent Form*

NOTE: If an enquiry is made by phone then the parent/caregiver is to be asked to come up to the school to collect the enrolment pack. In **special** circumstances where this may not be possible this information can be mailed out to the parent.

5. **When** an *Enquiry Form for Out of Area Enrolment* is received by the enrolment officer, the form should be forwarded to the enrolment committee for consideration.

6. An enrolment interview must be scheduled with the Principal. This appointment should be at a time convenient to the Principal. The student, a parent and Principal should be present at the interview.

7. If a student is moving from **interstate** then they must also return either the *ISDTN – Form1 – Student Consent Form* or *ISDTN – Form2 – Parent/Guardian Consent Form*.

8. A school folder should be prepared and the following forms should be placed in this folder:

- *Enrolment Summary Coversheet and Checklist*
- *Special Circumstances Enrolment Checklist*
- *Student Placement Form*
- *Year 7 handbook (Year 7 only)*
- *School handbook (all other Years)*
- *Bus travel information sheet*
- *Canteen pricelist and volunteer sheet*
- *Assessment Schedule for Appropriate Year Group*

- *All proof of address documentation, school reports or any other information provide by the parent/carer*

- *All completed enrolment and permission forms, including the completed “request for information” form*

9. As each stage of enrolment progresses and documents are supplied completed by the parent or previous school, the enrolment checklist sheet should be updated by ticking and signing the appropriate box. This updated folder is then supplied to the Principal, **prior** to the enrolment interview.

10. It is an OH&S requirement that the *Urgent Request for Student Background Information and Documents* fax-back proforma be completed and sent to the student’s previous school, where that school is a NSW government school (This should be sent once an enrolment interview has been scheduled). The return response to this proforma should be placed in the enrolment folder when received. This proforma **MUST** be returned **PRIOR** to acceptance of a student enrolment. If the student is enrolling from interstate and has given consent (via ISDTN form 1 or 2) then the *ISDTN – Form3 – Interstate Student Data Transfer*



Notes should be partially completed and then sent to the student's previous school, in lieu of the NSW form.

11. If the return response from either of the above forms indicates a concern relating to the student's behaviour being of possible risk to others then the Principal must be informed so that a risk assessment can be completed. Further data will need to be obtained from the previous school and the Counsellor must be informed so that they can assist in this process. A student's enrolment should not proceed any further until the risk assessment process has been satisfactorily completed and should only occur under the direction of the Principal, in accordance with relevant DET/government policy.

Enrolment Interview

1. The following must be provided by the parent prior to or at the time of interview and **copies** placed in the student enrolment folder:
 - Court Order (if applicable)
 - ASCIA Action Plan: Anaphylaxis, Asthma Action Plan, Health Care Plan (if applicable)
 - Proof of address (e.g. rental agreement, rates notice, etc),
 - Most recent academic report from previous school,

AND either:

 - If born in Australia: Birth Certificate, **OR**
 - If born overseas but now an Australian Citizen: Citizenship papers, **OR**
 - If not an Australian Citizen: Passport (or travel documents) and Current Visa (and previous visas if applicable).
2. In addition, if the student is a temporary visa holder they need to provide:
 - *Authority to enrol* or evidence of permission to transfer issued by the International Student Centre
 - *Authority to enrol* issued by the Temporary Visa Holders Program Unit
 - Evidence of the visa the student has applied for (if the student holds a bridging visa)
3. The following **completed** forms must also be returned by the parent prior to or at the time of interview and placed in the student enrolment folder:
 - *Application to Enrol in a NSW Government School*
 - *Local activities permission form*
 - *SRE permission form (Year 7 only)*
 - *Computer Acceptable Use agreement*

For Senior Students ONLY:

 - *Senior School Agreement*

If the student is accepted for enrolment, then:

4. If the student is in years 11 or 12 and is changing their curriculum pattern from their previous school then the Head Teacher Senior Studies should be consulted.
5. If the student has special circumstances relating to their enrolment, such as health care issues, disability, NESB students, out of home care, mental health issues, learning difficulties etc. then the details should be entered onto the "*Special Circumstances Enrolment Checklist*". This checklist should then be forwarded to the indicated staff so that appropriate planning can be put in place to support the student's enrolment. The enrolment should be delayed appropriately to ensure time for this planning to occur.
6. Where possible, any arrangements for student financial assistance should be determined at the time of interview and indicated on the *Enrolment Summary Checklist*. A voucher for the purchase of items of school uniform may also be completed if appropriate.



7. The student should be informed of the process for applying for free bus travel, if appropriate. This is now an online process completed by the student.
8. The student will be supplied with a copy of the school handbook. The Principal then goes through this book with the student, explaining requirements such as uniform.
9. The Principal will then schedule the day and time of enrolment, in consultation with the parent. The period of time between the enrolment interview and actual enrolment should be as brief as possible/practicable and not exceeding 5 school days without good reason.
10. If the parent wishes to buy uniform at the time of interview then the Principal will arrange to show the parent to the canteen uniform shop as required.
11. The enrolment folder is passed on to the appropriate Deputy Principal, who allocates classes and informs staff before passing all information on to the front office where the completed enrolment form data is entered into ERN/Wellbeing/Sentral.

Enrolment Day

1. The new student is to meet with their Year Adviser as soon as possible after arrival. The Year Adviser will liaise with the Deputy Principal to assign an "enrolment buddy" to assist showing the student around the school.
2. In order to be eligible to start the student must be in full school uniform with equipment for classes.
4. If the student has failed to comply with any of the above requirements then the relevant Deputy Principal will consult with the Principal to determine whether the student will be allowed to commence classes that day or whether they will be required to return at a later time when all enrolment requirements have been met.
5. The Deputy Principal will place the student in academic classes and print them a timetable. They will then arrange for the enrolment buddy to escort the new student around the school to show them important locations such as toilets, canteen, classrooms etc. They will also visit the appropriate staff, including each subject Head Teacher (or delegate if HT not present), as well as various support staff as required, who will each sign the *Student Placement* form after talking briefly to the student.
6. The student will also have their photo taken for Sentral.
7. When the *Student Placement* form is completed it should be returned to the Deputy Principal. The student can then commence classes. Note that, **where possible**, the student should complete the orientation process prior to the end of period 2, so that they can commence classes no later than period 3.
8. The Deputy Principal must then return the student placement form to the office. Once the process is complete then all paperwork should be placed in the appropriate files.

Enrolment of Non-Australian Citizens

For additional checks and procedures for the enrolment of non-Australian citizens, please refer to the DET policy on the "Enrolment of Students in Government Schools".



School Enrolment Ceiling and Enrolment Buffer

The **enrolment ceiling** for Coffs Harbour High School is **1020 students**

The **enrolment buffer** for the school is **950 students**

The number of **non-local places** available is equal to the enrolment buffer minus the actual enrolment at the start of the year. i.e.

$$\text{Non-local places} = \text{Enrolment Buffer} - \text{Actual Enrolment}$$

Academic Year Enrolment Ceiling and Enrolment Buffer

Prior to Term 1 of each year, the Principal will determine the enrolment ceiling for each year group (based on the number of timetabled mainstream classes in that year and the maximum class size in accordance with the teaching industrial Award). This is to be determined so as to avoid disruption to the school through re-timetabling or the requirement for additional staffing once the year has commenced.

School Placement Panel

A school *enrolment committee* will be established at the start of term 3 each year in preparation for the following year. This panel is to consist of:

- Parent representative (nominated by P&C)
- School Enrolment Officer
- Deputy Principal

General Criteria for Non-local Enrolment Applications

The placement panel is to determine *criteria for non-local enrolment applications*. It should be noted that “no additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements”. These criteria may be generally applicable criteria, such as those relating to enrolment of siblings, or special criteria relating to individual cases.

In cases where sufficient non-local positions are still available, the decision to accept a non-local enrolment will be made by the enrolment committee, with reference to the *criteria for non-local enrolment applications*.

Once non-local positions have been depleted **no** new non-local enrolments will be accepted unless special and exceptional circumstances can be justified, in relation to these criteria, and approved by the enrolment committee. In assessing the application of the criteria to individual cases, the committee will consider only those matters presented on the *Enquiry Form for Out of Area Enrolment and Application to Enrol in a NSW Government School* and not oral or other submissions.

The enrolment ceilings, buffers and criteria for non-local applications should be displayed on the school website and available on request from the school front office for parents enquiring about enrolment.



Waiting Lists

A waiting list is to be established for any year group where non-local positions have been depleted and the placement panel has not accepted the enrolment. Parents will be advised of their position on the waiting list. Waiting lists are current for one year.

Appeals

From Department Policy:

Where a parent wishes to appeal against the decision of the enrolment committee, the appeal should be made in writing to the principal. Where required, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter.

If the matter is not resolved at the local level the Director Educational Leadership will consider the appeal and make a determination. The Director Educational Leadership will consult with the relevant principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Year 6 into 7 Enrolment Process

In accordance with DET policy, a special school 6 into 7 enrolment *placement panel* will be established at the start of term 3 each year for the purpose determining approval for non-local enrolment into year 7 the following year. This panel is to consist of:

- Parent representative (nominated by P&C)
- Teacher representative (normally the incoming Year 7 Adviser)
- Deputy Principal

Using the enrolment buffer set by the enrolment committee, the number of places available for non-local enrolments in year 7 the following year is to be determined as follows:

Non-local positions = Enrolment Buffer - ANTICIPATED Enrolment

The panel will meet early in term 3 to review the “*expression of Interest for Placement in Year 7 form*” for any non-local enrolments in Year 7 for the following year. The panel will consider only those matters presented on the form and not oral or other submissions.

Parents will be advised of the decision of the placement panel as soon as possible following this process and no later than the end of term 3.