



ENROLMENT PROTOCOL AND PROCEDURES

2020

GENERAL PRINCIPLES

- Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and the child is eligible to attend.
- No person, in seeking enrolment will be discriminated against on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.
- A student may only be enrolled in one school at any given time.
- Parents may seek to enrol their child in the school of their choice.

LOCAL ENROLMENT AREAS

West of Murwillumbah, in particular, west of Barnby Street from 139 Byangum Road and in outlying villages to the west, in particular, Dulguigan, Urliup, Bray Park, Dungay, Nobbys Creek, Crystal Creek and Upper Crystal Creek, Eungella, Chillingham, Numinbah, Hopkins Creek, Limpinwood, Tyalgum, Tyalgum Creek, Pumpenbil, Brays Creek are designated as local placements for Wollumbin High School. The NSW Public School Finder link is on our website – About Our School-Enrolment.

ENROLMENT CAP AND BUFFER

At Wollumbin High School there is accommodation for 700 students which is centrally set by Department of Education (DoE). An over all buffer of 10% is set which means at 630 students we are unable to accept non-local enrolments. Individual Year Group availability will be considered within this over all cap structure. The enrolment cap and buffer are reviewed annually.

PROOF OF RESIDENCE

Enrolment applicants are to provide evidence of proof of residence. Such evidence may include council rates notice, accounts for water, electricity or telephone, lease documents or electoral enrolment confirmation. If a person claims that they are living with someone with no formal lease arrangements, a statutory declaration from both the applicant and the landlord will be required.

PROCESSING ENROLMENTS

The receipt of Enrolment Expression of Interest does not necessarily lead to immediate enrolment and attendance at school. The school will need to gather information to assist with the process and this may take some time.

Department of Education (DoE) Guidelines issued under "Part 5A of the Education Act for Management of Health and Safety Risks Posed - To Schools by a Student's Violent Behaviour" would be followed by the school in consultation with DoE support staff and the Director Public Schools NSW.

LOCAL ENROLMENTS

Parents or caregivers living in the local area who are seeking to enrol their children should contact the school for an expression of interest form, providing supporting evidence as requested. Students will not be enrolled on that day as the school requires time to gather valuable information that will assist in placing students where their needs are best catered for. An information request form will be sent to the previous school.

When all the relevant information has been provided an appointment for interview will be organised. Interviews will be conducted by the Deputy Principal and may include the Year Adviser and other support staff.

NON-LOCAL ENROLMENTS

When a parent applies for non-local enrolment the following procedure will be followed:

- The school will provide the expression of interest for non-local placement form to the parents.
- An information request form will be sent to the previous school.
- On the return of the application, with the supporting evidence required, the application will be considered by the Deputy Principal with regard to the following criteria:
 - enrolment cap
 - siblings already enrolled at the school
 - proximity and access to the school
 - student welfare needs including safety and supervision
 - special interests and abilities
 - particular educational programs or philosophies
 - structure and organisation of the school
- Interviews for eligible applicants for non-local placement will be conducted by a panel led by the Deputy Principal and may include the Year Adviser and other support staff. Interviews will not be conducted until all relevant information has been received.
- Parents will be provided with a response as quickly as possible.
- Where demand for non-local places exceeds availability the school will establish a placement panel to consider applications. The panel will include the Deputy Principal, school community member member nominated by the school's parent organisation, Year Adviser and additional support staff as required. The panel will be chaired by the Deputy Principal who will have the casting vote.
- A waiting list will be established should non-local placement applications exceed demand. Waiting lists are current for one year.
- An appeal against the Placement Panel's decision may be made in writing to the Principal. The Principal will endeavour to resolve any appeals but where resolution is not possible the matter will be referred to the Director Educational Leadership.

ENROLMENT OF STUDENTS WITH SPECIAL LEARNING NEEDS

The Learning Support Team (LST) will review the needs of the student after gathering all information required. The LST will consult with the parents, DoE support staff and other relevant personnel to determine the most appropriate option to best meet the student's learning needs and to arrange for access to services as required.

SHORT TERM ENROLMENT

Where a student is enrolled for a period of less than a term:

- The student should not be enrolled but regarded as short attendance.
- The home school maintains the child on their register notifying that the child is attending another school.
- The host school must keep a record of attendance and notify the home school at the end of the stay.

PART –TIME ENROLMENT

Must have the approval of the Principal and be linked to a specific pathway or student need. DoE documentation must be accessed.

ENROLMENT OF NON-AUSTRALIAN CITIZENS

The DoE Conditions for Enrolment of Non-Australian Citizens in NSW Government Schools will be followed.

INTERNATIONAL FULL FEE PAYING STUDENTS

Specific DoE procedure will be followed.