



This document was updated consistent with DoE Policy PD/2002/0006/V01, updated 28/09/2016 *Enrolment of Students in Government Schools*

Murwillumbah High School Enrolment Ceilings/Enrolment Buffer 2019

Murwillumbah High School ceilings are reviewed by the Principal each year to ensure all local enrolments can be accommodated.

Enrolment buffer (calculated on an average of enrolments across the past three years): 1080
Enrolment ceiling: 1200

Non-local placements must not generate demand for extra staff or create disruption to school routine, except for enrolments at the commencement of the school year.

In addition, where spare accommodation exists, non-local placements must not generate demand for extra staff.

APPLYING FOR ENROLMENT - In Zone Enrolment Procedures

Year 7

The enrolment process for High School begins in Term 1 of Year 6. At this time, parents and carers of all Year 6 students in Public Schools are required to complete an expression of interest for secondary school. The Public School shares this information with the High Schools and a student tracking process begins.

Students seeking to enrol in their zoned High School will receive an ***Application to enrol at a government school*** and be asked to send it to their local high school. Throughout the year various transition activities will take place and all Year 6 students will be invited to participate.

Years 8 – 12

Parents and carers approach the school to enquire about enrolment. The process is as follows:

1. a pre-enrolment interview will be conducted with the Principal or Deputy Principal before enrolment is offered or accepted.
2. parents and carers are required to complete all sections of the ***Application to enrol at a government school*** honestly, accurately and in full. This includes Visa information where appropriate.

3. parents and carers may be required to provide proof of residence within the school zone as part of the pre-enrolment interview.
4. where appropriate, resources to support student enrolment will be sought from DoE and other government agencies. Enrolments maybe delayed until such support is in place.
5. the requirements of Legal Issues Bulletin 40 and other such advice, will be adhered to rigorously.

APPLYING FOR ENROLMENT – Out Of Zone Enrolment Procedures Y8-12 and Y7 after the start of the school year

Students seeking non-local enrolment in Murwillumbah High School must complete the 'Out Of Zone Enrolment Application' form and submit it to the School Placement Panel for consideration and recommendation.

In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions. The decisions made by the placement panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year. The placement panel will record all decisions and minutes of meetings will be available on request by the Director Educational Leadership.

APPLYING FOR ENROLMENT – Out Of Zone Enrolment Procedures Y7

Parents must indicate the reasons that they wish for their child to attend Murwillumbah High School in the appropriate section of the enrolment form ***Application to enrol at a government school.***

The placement panel, consisting of the Principal, Deputy Principal and parent representative will assess each application against its merit and considering the criteria outlined below. The Principal has the casting vote.

Criteria for all Non-local Enrolment Applications

All reasons for seeking such enrolment must be outlined.

1. sibling rights – where a student has a sibling enrolled in the school.
2. compassionate grounds – where parents/carers can show cause why a student should be enrolled as a non-local enrolment.
3. subject choice – where a student cannot get the subjects they prefer in their local school and these can be offered by Murwillumbah High School.
4. disability – where a student has a particular disability and their needs can be best met at Murwillumbah High School.

Other factors which may be considered are:

5. likelihood of losing the student from the public education system if enrolment is refused
6. availability of a place in the cohort when late applications are received
7. special interests and abilities which may be developed at Murwillumbah High School
8. Capacity to match pattern of study

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 placement panel.

Waiting Lists

Waiting lists may be established for non-local students. Parents should be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list should reflect realistic expectations of potential vacancies.

Waiting lists are current for one year.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal.

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

Medications

Measures will be put in place to address student health care needs in time for a student's commencement of classes. Sometimes it may not be possible to implement necessary health care support arrangements in time for commencement. If commencement in these circumstances would put the student's safety at risk, it should be deferred, but only for the minimum time needed to introduce the necessary arrangements. Consideration may also need to be given to alternate educational programs in the interim period.

The need to consider such action on the basis of the need to administer prescribed medication or a health care procedure will be rare. If this situation arises, the principal must contact the Director Public Schools NSW prior to making any final decision. At all times, the primary focus should be the identification and provision of appropriate support measures for the student.

Enrolment of Students with Special Learning Needs

Students with Disabilities

The Department of Education provides a range of services and resources to support the education of students with disabilities. These include:

- targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes
- special classes within regular schools
- special schools
- modifications to buildings to facilitate access □ provision of specialised equipment and technology □ special transport services.

When considering the enrolment of a student with a disability, all these provisions should be considered.

In each case, when a student with a disability presents for enrolment, it is the responsibility of the principal to ensure that an appraisal of the student's educational needs is carried out. For some students appraisal will have occurred as part of a planned transition process. For others, the appraisal will take place at the time enrolment is sought.

Appraisals will involve parents or caregivers and will entail consideration of the student's support needs in areas such as curriculum, mobility, social skills, personal care and communication. It will often involve consideration of supporting documentation from medical practitioners and other health

and education professionals. Regional Learning and Wellbeing Officers are available to assist in this process, in particular, to identify the resources which may be available to support the enrolment.

Requests for enrolment in special classes or special schools are considered by a regional placement panel.

Temporary Residents/ Exchange Students/ Visitor Visas

All students seeking temporary resident/exchange students/visitor visas, will be at the discretion of the principal. Students seeking enrolment at Murwillumbah will need to make contact with International Student Programs for their application to be evaluated, prior to contacting the school.

Part-time Enrolment

Students are generally enrolled in a school on a full-time basis. Part-time enrolment, however, is possible in some situations, including: students in Years 11 and 12 who choose the HSC Pathway option to accumulate units towards their HSC over several years

Students seeking to enrol part-time should consult the principal

References and Resources

DoE Enrolment of Students in Government Schools, A Summary and Consolidation Policy

https://education.nsw.gov.au/policy-library/relateddocuments/V03_pd02_06_enrolment_of_students.pdf

Collection, use and disclosure of information about students with a history of violence

<https://education.nsw.gov.au/legal/media/documents/legal-issues-bulletins/bulletin40.pdf>

Legal issues concerning the administration of prescribed medications, health care procedures and medical emergencies in schools <https://education.nsw.gov.au/legal/media/documents/legal-issuesbulletins/bulletin46.pdf>

DE International <http://www.decinternational.nsw.edu.au>

Going to a public school <https://education.nsw.gov.au/public-schools/going-to-a-publicschool/enrolment/high-school-enrolment>