

KOTARA HIGH ENROLMENT POLICY

This policy is relevant to any student intending to enrol for the 2018 academic year.

- Parents are entitled to enrol their children at the government school that is designated for their intake area (zone).
- Parents may also seek to enrol their child in the school of their choice.

This policy outlines the general principles and procedures to be followed when enrolling local and non-local students at Kotara High School.

Kotara High School has developed its enrolment policy in accordance with:

- the principles and requirements established in *Enrolment of Students in Government Schools Summary and Consolidation of Policy, August 1997*.
- the shared vision, values and beliefs of Kotara High School community.

Application for Year 7 should be done on the High School Enrolment Application Form unless the student is already in Year 7.

Parents of children currently in Year 7-12 at another school who are interested in enrolling their children at Kotara High School should contact the school for an appointment. Students will not necessarily be enrolled immediately as the school requires time to gather valuable information that will assist in placing students where their needs are best met.

The school will make a place available for students who live within the local intake area. The Principal may refuse enrolment to a student who is under suspension from another school, or who has a documented record of previously violent behaviour where there is evidence that the student may not have learned the appropriate skills to manage this behaviour.

Enrolment Parameters

For the year 2018, current primary students **who are local** to the following primary schools will be considered local to Kotara High School and guaranteed enrolment. These schools are:

- Adamstown PS,
- Belair PS,
- Kotara South PS,
- Merewether Heights PS,
- New Lambton South PS.

There will most likely be seven Year 7 classes in 2018. However, there will be limited non-local places available. ***Out of area siblings will not be guaranteed a place.***

All parents may seek to enrol their child at Kotara High School. The Senior Executive will co-ordinate enrolments for Year 7 through the schools enrolment process.

Enrolment Buffer

As per the NSW Department of Education enrolment policy positions must be left available for students who move into the area.

As a result the following enrolment caps have been set for 2018:

Year 7	190
Year 8	190
Year 9	190
Year 10	190
Year 11	170
Year 12	140

Once our enrolments reach these numbers we will not take any out of area enrolments.

Placement Panel

The school has established a **Placement Panel** consisting of the Principal, a Deputy Principal and a parent representative of the P & C. The panel will assess applications where the demand for non-local places exceeds availability.

For Year 7, 2018, all decisions will be based on the information on the *High School Enrolment Application Form* received from primary schools. *Attachments should not exceed two pages.* Only matters presented on the application will be considered.

A Waiting List, current for one year, is established for non local students in Years 7 to 12. Applicants will not be offered places reserved for anticipated local enrolments. A buffer of up to ten places in each year is reserved for local enrolments.

Criteria for Selecting Non-local Applicants: (All criteria are considered. Meeting one or two of the criteria does not guarantee placement. There is no priority order.

- Principal's Recommendation
- The student is attending Year 6 at a local feeder primary school and wishes to move with the cohort to Year 7.
- The welfare, safety and academic progress of students already enrolled at Kotara High.
- Special interests and abilities such as academic, sporting, cultural and civic achievements.
- Availability of subjects or combinations of subjects.
- Proximity and access to the school.
- Siblings currently enrolled at Kotara High School including involvement/performance. There is no guarantee of a place.
- Safety and supervision of the student before and after school.
- Compassionate circumstances or special needs.
- Adherence to recognised and legislated Equal Opportunity principles.

Applicants will be informed by letter of the result of their application and of their status on the waiting list.

Appeals

Where a parent wishes to appeal against an enrolment decision, the appeal should be in writing to the Principal.

Enrolment of Students with Disabilities

Enrolment of students with disabilities will be done in collaboration with parents, caregivers, School and district personnel to consider the full range of options available to meet their needs.

Enrolment of students with disabilities will be on the basis outlined by the DET in the **Special Education Handbook**, section 2.1.

Enrolment of Non-Australian Citizens

Non-Australian students must hold a visa, and may be enrolled under conditions set out in the booklet, *Conditions for Enrolment of Non-Australian Citizens in NSW Government Schools*.

International students studying in NSW may enrol their school aged dependants.

Students on a Visitors Visa may enrol for a maximum of three months, but must arrange their enrolment through the International Students Program (Ph: 02 92174801).

Short Term and Part time Attendance

For a variety of reasons a student may be enrolled for a short time at school. The student will remain enrolled at the home school and the host school will send a record of attendance to the home school at the end of the stay or at the end of each term.

When a student is attending a specialised program at another school, such as classes for behaviour or emotional disorder or a hospital school, he/she will possibly remain enrolled at the home school.

Enrolment Data

The school will keep a Register of Enrolment based on information provided on DET enrolment forms.

M Snedden
Principal

PROCEDURES TO BE FOLLOWED WHEN A STUDENT LEAVES THE SCHOOL

1. The Deputy Principal will interview the student who must bring a note from his/her parent. In some circumstances a telephone call from a parent will be sufficient. If the Deputy Principal approves the application he/she will issue the student with a Leaver's Form.
2. The student must:
 - Follow the clearance procedure
 - Return all texts and equipment
 - Pay any charges
3. When the Leaver's Form is completed the student must return to the Deputy Principal who will sign the form provided all conditions have been met.
4. Students should then take the Leavers form to the Administration Office where a **transfer slip** will be issued if relevant.

UPON COMPLETION OF THE HSC

- The student should collect his/her leavers form from the Student Adviser
- Follow the clearance procedure
- Return all texts and equipment
- Pay all charges
- When the leavers form is complete the student must return the form to the principal at which time he/she will be presented with their school reference.

M Snedden
Principal