



## Barrenjoey High School

### Enrolment Policy

2018 – 2019

Children are entitled to be enrolled at the Government school that is designated as the intake area within which the child's home is situated and the child is eligible to attend. Applications for enrolment from students out-of-area will be considered when vacancies exist. The school, taking into account the enrolment ceiling and appropriate 'buffer', will determine vacancies.

Within the enrolment ceiling, a buffer of at least 10 will be maintained in each year group to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students. Out-of-area applications will all go before a Placement Panel.

The **OUT OF AREA PLACEMENT PANEL** will consider and make recommendations on all non-local enrolment applications:

- Year 6 Into Year 7 Enrolment Applications: The Out of Area Placement Panel consists of the Principal, two staff member (the Primary School Liaison person – i.e. the incoming Year 7 Advisor and another Year Advisor or member of the teaching staff), one school community member nominated by the P&C and an administration staff member. The Principal is the chairperson and has the casting vote.
- Applications for Enrolment into Years 8–12 and Year 7 after the commencement of the School Year: The panel consists of the Principal, the Deputy Principal responsible for the relevant year group, and a representative nominated by the P&C. The panel is chaired by the Principal, who has the casting vote.

In 2018-2019 student numbers (including the buffer) will be set at:

Year 7 – 140 Students	Year 10 – 140 Students
Year 8 – 140 Students	Year 11 – 120 Students
Year 9 - 140 Students	Year 12 120 Students

All Out-Of-Area Applications are considered against the Selection Criteria (not listed in priority order) which is:

- Primary School performance reflecting Barrenjoey High School values related to:
  - Behaviour
  - Effort
  - Achievement
- Proximity to the school
- Performance reflecting ability, achievement and interest related to Barrenjoey High School extra- curricular provisions
- Student welfare or compassionate circumstances
- Siblings already enrolled at the school
- Safety and supervision of the student before and after school
- Availability of subjects or combination of subjects

First round offers are made in June and all unsuccessful candidates are placed on a waiting list. After Selective School results are released, it is usual that a second round of offers are made. The Year 7 waiting list is current for 12 months.

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 in writing, should they request it.

### **PERFORMANCE CLASSES IN YEAR 7 2018 / 2019**

Since 2008 Barrenjoey High School has run an Academically Selective class as well as a designated class for students with a Performing Arts background, and who are committed to maintaining and nurturing excellence.

Placement in the Academically Selective class is through the Peninsula Community of Schools (PCS) Extension Class Test, run towards the end of Term 1 whilst students are in Year 6. If students have fair reason for not sitting this test then application may be sought and interview granted with the Principal. Applications should include:

- Copies of Year 5 NAPLAN results
- Semester 2 Year 5 School Report
- Semester 1 Year 6 School Report (if available)
- Other academic involvements (eg. external competitions)

Placement in the Music and Visual Arts extension class is through a proven record of commitment to performance while being able to balance the demands of maintaining academic requirements. Selection Criteria include experience in the Performing Arts areas, especially music and visual art. Applications will be mailed out with the Ghosted Enrolment form and returned to the school by the date.

### **WAITING LIST**

A waiting list may be established for non-local students. Parents/carers will be advised in writing if their child is to be placed on a waiting list. The size of the waiting list will reflect realistic expectations of potential vacancies. No waiting list will be maintained if there is no realistic potential for vacancies. The waiting list is current for one year. For Year 6 into Year

7 applications - where no non-local places are available, a waiting list for 10 students will be established by the Principal. This will be current for 1 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. Where required, the Principal will 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 Education Director will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

For all other students (Years 8–12) enrolment operates on the following principles: In Area applicants only accepted unless there are compassionate or curriculum reasons for a student to be placed at Barrenjoey High School. Out-of-Area students in Years 8 – 12 are interviewed, then offered places or places on waiting lists if:

1. Physical space in classes or on waiting list exists
2. They have compassionate or curriculum reasons

## **LOCAL ENROLMENT APPLICATIONS**

When parents/carers of students applying for enrolment contact the school by telephone or in person, the Front Office staff will direct all enquiries to the Enrolment Officer. If parents are able to present proof of address within the school's local enrolment area, they will be provided with an enrolment package, which includes advice on other required documentation. Proof of address within our local area includes: rates notice, rental notice, paid utilities bill, driver's licence. Families must live in our precinct for them to be considered 'local' enrolments.

## **NON-LOCAL ENROLMENT APPLICATIONS**

Depending on current student numbers, the Placement Panel (Principal, Deputy Principal and P&C Representative) will determine that the student be:

- Considered for enrolment or
- Advised to attend their local school or
- Placed onto the waiting list

If the student is to be considered for placement, the Principal will arrange an appointment as soon as possible. The parent/carer will be provided with the enrolment package at this interview.

## **REQUIRED DOCUMENTATION**

Every new enrolment must have:

- Original birth certificate or passport.
- Notice of assessment from the Intensive English Centre (if recently arrived in Australia).
- Other relevant documents, such as Court Order, AVO, etc.

- School reports, including the most recent. If lost, arrangements need to be made by the parent/carers with the former school to have these posted/faxed/emailed so as to be able to present these to Barrenjoey High School.
- Other reports, including NAPLAN, if available.
- School Certificate or Preliminary Certificate/Record of Achievement originals must be provided if enrolling into Year 11 or 12.
- The name, position and telephone number of a contact staff member from their former school (a preferred person of recommendation).
- Completed Application to Enrol in a NSW Government School form (provided in the school enrolment package).
- Clearance from the previous school should be organised before enrolment is finalised.

## **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. The Principal or Year Advisor will then survey Head Teachers regarding class placement for junior students.
- School procedures and routines (outlined in the Barrenjoey Guide) 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 conditions set down by the Department of Immigration and Multicultural Affairs (DIMA). \*\*See NOTES
- The Principal or Year Advisor will explain the DET procedures which must be followed, including the completion of the Application to Enrol in a NSW Government School forms and request for information from the previous school.
- The Principal or Year Advisor 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. The Principal or Year Advisor will contact non-government schools directly to check on any such history. If the previous school is in another State, the appropriate forms will be sent and must be returned before enrolment can be finalised. If necessary, a Risk Management Plan will be prepared and discussed at the first available staff meeting, before enrolment is finalised.
- If necessary, DET 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.
- Year 11 and 12 enrolments will negotiate their subject choices with the Principal or Year Advisor 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 Advisor is consulted concerning TAFE and VET courses.
- All forms must be returned to the School Administration Office and data entered before a timetable can be generated. In general, the enrolment process will require 2-3 days for completion (dependent on prompt return of information by previous schools).

- SASS staff will establish a file, check documentation and up-date ERN.
- Students are placed into a roll call group; senior students are advised of the Senior Study rules and procedures.

## **FIRST DAY AT SCHOOL**

The Principal will inform the Year Advisor of the student's starting date. The Year Advisor 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 role unless they have been placed in that class. A personalised school timetable is proof of enrolment at Barrenjoey High School.

The Principal or Year Advisor will ensure that any known issues are referred to the relevant staff, if necessary, the Learning Support Team, Careers Advisor, STLA, Counsellor or Welfare Team, so that students can be provided with appropriate support.

Ian Bowsher Principal

*NOTES:* For Overseas students, prior to engaging in the enrolment process, an Authority to Enrol form is required. These forms can be obtained from Barrenjoey High School. Further information can be sought by contacting the following authorities:

### **Temporary Visa Holders**

<http://www.decinternational.nsw.edu.au/study/schools/temporary-residents>

Following the issue of an Authority to Enrol form, follow the procedures outlined above.

### **International Students**

<http://www.decinternational.nsw.edu.au/study/schools/temporary-residents>

Following the issue of an Authority to Enrol form, follow the procedures outlined above.