

# ENROLMENT POLICY AND PROCEDURES

## Rationale

- Students will be enrolled into Francis Greenway High School in accordance with the policy *Enrolment of Students in Government School*.
- Persons residing in the school's designated intake area as determined by the Department of Education are entitled to be enrolled. The boundaries can be clarified via the School Intake **Zone** Enquiry tool.
- Persons not residing in the school's designated intake area as determined by the Department of Education are entitled to apply to be enrolled.

## Implementation

- Parents complete the current Application to Enroll form and supply the required support documentation.
- A student is considered to be enrolled at Francis Greenway High School when he or she is placed on the admission register of the school and has started attendance at the school.
- A student should be enrolled in one school only at any given time.
- Risk management must be conducted as part of the enrolment process.
- Francis Greenway High School is required to set an enrolment ceiling to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at the school.
- Francis Greenway High School has determined the grounds on which non-local enrolments will be considered eligible to enroll as a Non Local enrolment if places are available.

## Enrolment Ceiling

As of January, 2020, the enrolment ceiling at Francis Greenway High School is 780 students. This ceiling is reviewed annually.

## Enrolment Buffer

Five places will be maintained for local enrolments for each of the Year groups resulting in an enrolment buffer of 30. Therefore if current enrolments exceed 750, the school will not be able to consider any non-local enrolments.

## Placement Panels

Where places are available, our school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel includes the Principal, and Deputy Principal and one school community member nominated by the P&C. The panel is chaired by the Principal who has a casting vote.

## Criteria for Non-local Enrolment Applications

Criteria for selecting amongst non-local enrolment applications is as follows (criteria are not listed in a priority order):

- siblings already enrolled at the school or offered places in Support class
- medical reasons
- special interests, abilities and talents

- compassionate circumstances

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.

Parents of Year 7 students enrolled for the following year will be advised in writing of the outcome of their application for placement as soon as practicable. This will enable attendance at Transition events in Term 4 of the year preceding enrolment.

### **Waiting Lists**

Waiting lists may be established for non-local students. Parents will be advised in writing if their child is to be placed on a waiting list. The size of the waiting list should reflect realistic expectations of potential vacancies. Waiting lists are current for one year. Parents should advise if they do not wish to be placed on a waiting list.

### **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 Director Public Schools NSW will consider the appeal and make a determination. The Director Public Schools NSW will consult with the principal as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

### **Responsibilities of the Principal**

With regard to enrolment, the school principal is responsible for:

- preparing an enrolment policy
- informing present and prospective members of the school community about provision available at the school
- managing the school enrolments within the resources provided to the school
- advising the School Education Director of enrolment and curriculum trends in the school
- maintaining accurate and complete enrolment data
- establishing an enrolment ceiling to cater for anticipated local demand
- setting an enrolment buffer to cater for anticipated local demand during the year
- establishing a placement panel when demand for non-local places exceeds available accommodation
- documenting and advertising the criteria for selection amongst non-local enrolment applications to parents and the school community
- making decisions on non-local enrolments at the school level wherever possible.

### **Responsibilities of the Director Public Schools NSW**

With regard to enrolment, the Director Public Schools NSW is responsible for:

- monitoring enrolment policies, procedures, numbers and ceilings
- making determinations for out of area placements which cannot be resolved at the school level
- monitoring schools' local areas in collaboration with Principals, Director Public Schools NSW of adjacent areas/zones (where appropriate) and the Director of Asset Management.

## References

- Enrolment of Students in Government Schools: Updated 14/8/19
- Improved Access for Principals to Information on Students Presenting for Enrolment, 2nd August 2006.
- Enrolling Students with a History of Violence School Counsellor Advice to Principals, 2nd August 2006.
- Collection, Use and Disclosure of Information about Students with a History of Violence Legal Issues Bulletin No 40, 16th May 2006.

Jo Edwards

Principal

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