

## **ENROLMENT POLICY**

### **Principles**

1. A student is considered enrolled when he/she is placed on the admission register.
2. A student may only be enrolled in one school at any given time.
3. Students are entitled to be enrolled at a government school that is designated for the intake area in which he/she resides.
4. The intake area for Ballina Coast High School has been determined and approved by the Department (see attached map).
5. Parents may seek to enrol their child at a school of their choice.
6. Enrolment in the school will not be finalized until the student's records from the previous school have been received.
7. Proof of Student Identity is required (Birth Certificate or Identity Documents – Passport, Driver's Licence, Citizenship Certificate)
8. Acceptance will be dependent on evidence of your residential address (100 points required – refer to page 4 of this document)

### **Non-Local Enrolment Policy:**

#### **Enrolment Ceiling:**

850 students 7-12 with the maximum number of students in any year cohort, determined by the classes set up in Term 1.

#### **Enrolment Buffer:**

A buffer of 5% in each year cohort is currently maintained to allow for families moving into the designated local area during the school year.

#### **Placement Panels:**

The Ballina Coast High School panel consists of the Principal, Deputy Principal and a member of the Learning Support Team.

This panel considers all non-local enrolment applications.

The chair of the panel is the Principal who has a casting vote.

Acceptance of non-local placements will be dependent on the availability of appropriate staff and permanent classroom accommodation.

The panel will

- (i) Apply the enrolment buffer in the 1st instance.
- (ii) Consider only the information presented on the application form
- (iii) Apply the established criteria equitably to all applicants where a place is available
- (iv) Provide parents with a written explanation of the panel's decision, should it be requested.

#### Criteria:

The following will be taken into account in considering each application

- Safety and supervision of the student before and after school.
- Availability of curriculum
- Siblings already enrolled at the school
- Compassionate circumstances
- Structure and organisation of the school
- Special interests and abilities

#### Time Frame:

Outcomes of applications are determined (where possible) within 5 working days.

#### Waiting Lists:

When a waiting list is established, parents will be advised in writing of their child's placement on the list.

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 who will seek to resolve the matter.

Where the Principal has been unable to resolve the matter, the Director Public Schools NSW will make a determination.

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

### **Refusal of Enrolment:**

The Principal may refuse the enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learnt the appropriate skills to manage behaviour.

## **Enrolment of Students with Disabilities:**

The Principal will determine the enrolment status of students with disabilities following consideration of all aspects of the Integration policy, including the availability of resources to support the enrolment.

Parents, the District School Counsellor, Special Education Consultant and relevant classroom teacher/s will be consulted during this process.

## **Short Term Enrolments:**

If a child is enrolled for a period of less than one term, the child will not be formally enrolled but a record of attendance will be kept. The record will be forwarded to the home school at the conclusion of the short-term enrolment.

## **Zone Boundaries**



## Enrolment Checklist

- **Student's Birth Certificate or Passport**
- **Student's Australian Immunisation Register Immunisation History Statement**
- **Parent/Carer's Proof of Residential Address (100 points required)**

General Guidelines regarding documentation required to verify your residential address:

- **All documents MUST be in the name of the enrolling parent/carers**
- **At least ONE Category A document is required**
- **All documents must be current, and addressed to the property**
- **Personal references are not considered**

	Documentation
Category A 40 points	<input type="checkbox"/> Property Title / Deed, Exchanged contract of sale with settlement date within school year <input type="checkbox"/> Rates Notes showing home address <input type="checkbox"/> Real Estate Agent Residential Lease Agreement for a period of at least 6 months
Category B 20 points	<input type="checkbox"/> Centrelink Documents showing home address <input type="checkbox"/> Private rental agreement for a period of at least 6 months <input type="checkbox"/> Electoral roll statement
Category C 15 points	<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Electricity or Gas Account <input type="checkbox"/> Water Account showing service address <input type="checkbox"/> Telephone Account showing service address <input type="checkbox"/> Motor Vehicle / Marine Vessel / Trailer Documents (Registration / Insurance) <input type="checkbox"/> Bank Account showing home address <input type="checkbox"/> House / Life / Health Insurance Documents <input type="checkbox"/> Superannuation Documents <input type="checkbox"/> Post Office – Mail Redirection <input type="checkbox"/> Statutory Declaration – including student address & how long they have lived there