

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



Proof of Residency – 100 Point Identification (Local Enrolment only)

To process your application we require documentation to verify your residential address.

General Guidelines:

- **All documents MUST be in the name of the enrolling parent/carer**
- **At least ONE Category A document is required**
- **A copy of the original documents is accepted (Documents printed off the Internet are not acceptable)**
- **All documents must be current, and addressed to the property**
- **Personal references are not considered**

	Documentation
Category A 50 points	<input type="checkbox"/> Property Title / Deed <input type="checkbox"/> Electricity Account <input type="checkbox"/> Gas Account <input type="checkbox"/> Water Account <input type="checkbox"/> Telephone Account (Not mobile) <input type="checkbox"/> Rates Notes <input type="checkbox"/> Residential Lease Agreement (Rental bond document)
Category B 30 points	<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Motor Vehicle / Marine Vessel / Trailer Documents (Registration / Insurance) <input type="checkbox"/> Bank Account <input type="checkbox"/> Mobile Phone Account <input type="checkbox"/> Union Membership <input type="checkbox"/> Health Insurance Documents <input type="checkbox"/> Superannuation Documents <input type="checkbox"/> Life Insurance Documents <input type="checkbox"/> Medical Accounts <input type="checkbox"/> Centrelink Documents
Category C 10 points	<input type="checkbox"/> Post Office – Mail Redirection <input type="checkbox"/> Retail Purchase <input type="checkbox"/> Statutory Declaration