APPLICATION FOR

NON-LOCAL SCHOOL ENROLMENT

Please read the accompanying information regarding the Enrolment Policy.

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| **A. STUDENT INFORMATION** |
| Family Name:  | Date of birth: |
| Given Names:  | * Male
 | * Female (Tick one)
 |
| Address:   | Home Phone:  |
| Work Phone:  |
| Parent/Guardian’s Name:  | Relationship to Student: |
| Present School:  | Present Year/Grade (K-12):  |

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| --- |
| **B. NON-LOCAL SCHOOL PLACEMENT REQUEST** |
| School applied for: Ballina Coast High School | Year/Grade:  |
| Proposed date of enrolment:  |
| Name of Local school:  |
| If the student is not currently enrolled at their Local school, you must contact the Local school before we can consider this application. Please advise the date that you contacted the Local school:  |
| Parent/Guardian’s Signature:  | Date: |

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| **SCHOOL USE ONLY** |
| Date Received:  | Place Available: | Parent Advised On: |
| Notes:  |

|  |  |
| --- | --- |
| *Please place school stamp here* | **Ballina Coast High School****Phone: 02 6686 0503****Fax: 02 6686 0508****Email: ballina-h.school@det.nsw.edu.au****Principal: Mrs Janeen Silcock****Principal’s Signature: Date:**  |

**FORWARD THIS FORM TO THE PRINCIPAL OF THE NON-LOCAL SCHOOL AT WHICH YOU ARE SEEKING PLACEMENT**

APPLICATION FOR

NON-LOCAL SCHOOL ENROLMENT

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| **Reasons for seeking this particular school** |
| Reasons for Application: (attach any further information that you feel may be relevant)……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| Name of parent/guardian [PLEASE PRINT]   |
| Parent/Guardian’s Signature:  | Date: |

**FORWARD THIS FORM TO THE PRINCIPAL OF THE NON-LOCAL SCHOOL AT WHICH YOU ARE SEEKING PLACEMENT**

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

**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:

# This panel considers all non-local enrolment applications.

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

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

The panel will

1. Apply the enrolment buffer in the 1st instance.
2. Consider only the information presented on the application form
3. Apply the established criteria equitably to all applicants where a place is available
4. 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

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 district superintendent 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, and will inform the parents 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**

 