

Enrolment Procedures

Purpose:

To uphold NSW [legislation](#) which requires students between the ages of six and 17 to be [enrolled](#) at their local government school – Gloucester High School which caters for students in years 7 -12.

Responsibilities

Principal

- Informing and promoting the school curriculum to the school community
- Managing the school enrolments within the resources provided to the school
- Completing and submitting student returns
- Maintaining accurate and complete enrolment data
- Establishing an enrolment ceiling of 90 students in each of the years 7-10 and of 75 for years 11-12 to cater for anticipated local demand
- Setting an enrolment number (a buffer) to cater for anticipated local demand during the year. Buffer for each year will be 4
- Establishing a placement panel when demand for non-local places exceeds available accommodation to make a decision based on set criteria for out of zone students. Placement panel will consist of the Principal, Year Advisor and P&C representative

Deputy Principal

- Checks enrolment application to determine whether student is in zone – if out of zone, consultation with Principal based on out of zone criteria. School Intake Zone Enquiry tool
<http://mrfams5.marketst.det.nsw.edu.au/size/schoolZone.html?v=0.022377206174243325>
- Holds initial interview with prospective applicants
- Gathers information from previous school based on Enhanced Enrolment Procedures, the Guidelines for the Management of Health and Safety Risks Posed to Schools by a Student's Violent Behaviour and Legal Issues Bulletin No. 40 - Collection, Use and Disclosure of Information about Students with a History of Violence.
<https://www.det.nsw.edu.au/media/downloads/legislation/mhsguidelines.pdf>
- Liaises with year advisor and timetable to complete transition to school
- Liaise with LaST if required to support staff in developing T&L support
- Notify staff of any health / medical concerns
- Undertake any Risk Assessments
- Provide staff with any Behaviour Management Plans
- Completed application to office staff



Office Staff

- Provide current information about the school, the curriculum, extra curriculum and the local community to prospective families
- Provide families with enrolment papers and guide them through the requirements for additional documentation to support their application
- Identify any medical or health concerns – request completion of these plans and return prior to student attending
- Refer to Deputy Principal for initial interview – highlight any medical or health concerns

Criteria for Out of Zone applications (to be made available to prospective applicants on enquiry)

- Proximity and access to the school (extended travel time could impact upon the student's health and wellbeing)
- Siblings already enrolled at the school
- Medical reasons
- Safety and supervision of the student before and after school due to family work commitments
- Availability of subjects or combinations of subjects
- Special interests and abilities
- Compassionate circumstances – family issues, court requirements.
- Meeting to determine application
- Written outcome provided to applicant (accepted, not accepted or placed on waiting list which is for one year). Applicant has right of appeal

Medical/Health Care Concerns

- If identified on the enrolment application, student must have current Health Care Plans before attending
- Staff to be advised of any medical or health issues of new enrolment

Over 17 year old Enrolments

In addition to the above all post school age enrolments will be asked to complete a *Non Compulsory Education Contract* which is a commitment to learning:

- Complete all set tasks
- Follow school expectations
- Good role model to junior years
- More than 85% attendance
- Their position at GHS is fully dependant on their actions and behaviour



Resources:

Enrolment of Non Australian Citizens - Procedures and Eligibility

<https://education.nsw.gov.au/policy-library/associated-documents/Enrolment-of-nonAustralian-citizens-procedures-and-eligibility-October-2016.pdf>

Distance Education Enrolment Procedures

<https://education.nsw.gov.au/policy-library/associated-documents/de-enrolproc.pdf>

Education Act

http://www.austlii.edu.au/au/legis/nsw/consol_act/ea1990104/

Enrolment Policy

https://www.det.nsw.edu.au/policies/student_admin/enrolment/enrolpol/PD20020006.shtml?level=

Legal issues concerning the administration of prescribed medications, health care procedures and medical emergencies in schools and TAFE NSW

https://www.det.nsw.edu.au/media/downloads/about-us/how-we-operate/legal-issues-bulletins/number_46.pdf

Review:

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Developed by T Edman in consultation with executive team and office personnel.

