ENROLMENT

IMPLEMENTATION DOCUMENT

**Rationale:**

Morisset High School operates under the Enrolment policy of the Department of Communities. In accordance with the Education Reform Act 1990 this school will seek to ensure that every eligible local child will have a place at Morisset High School if he or she chooses to enrol here. In an endeavour to create an optimum learning environment, Morisset High School has determined the following enrolment procedures to ensure a learning environment which maximises learning opportunities for all students.

**Aims:**

1. To ensure access for all our local students
2. To provide guidance and advice to students and parents new to the area seeking advice.
3. To provide a supportive learning environment for all students.

**Implementation:**

* All Year 6 students enrolled at out feeder primary schools are considered local enrolments.
* If your child is not currently enrolled in a Department of Education (DoE) Public school, you will need to complete a form to apply.
* If you live within the area in the following map you can be considered as a local enrolment.

<http://www.schools.nsw.edu.au/gotoschool/nswps-finder/index.html>

* If you live outside of this official drawing area, you are considered a non-local enrolment and a different process applies.
* The school recognises the importance of its position within the local community and the ease of transport when attending a local high school. For these reasons, the school supports the local enrolment of students.
* The school rejects any discrimination in enrolment on any grounds; including age, race, religion, ethnicity, sexuality or physical disability (provided that the school has sufficient support services to deal effectively with the particular disability).
* Enrolment into our Special Education unit is arranged through the District Office and is not managed by the school.

**LOCAL ENROLMENTS PROCESS**

## Verification of Local Residency

For a student to be enrolled as a local placement, parents will be asked to provide 100 points as per the General Guidelines which includes proof of residency that they live in the local area and that the child being enrolled also lives in the local area.

## 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 (dated within the last 3 months)
* Personal references are not considered

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| **DOCUMENTATION** | |
| **CATEGORY A**  **50 points** | * Electricity bill * Gas bill * Water rates * Telephone (not mobile) * Land rates * Proof of purchase of residential property * Current lease – (must be 12 month lease) * Centrelink * Electoral Roll |
| **CATEGORY B**  **30 points** | * Drivers licence * Motor Vehicle/Marine Vessel/Trailer documents (Registration/Insurance) * Bank account * Mobile phone account * Union membership * Superannuation documents * Life Insurance documents * Medical accounts |
| **CATEGORY B**  **10 points** | * Post office – mail  redirection * Retail purchase * Statutory declaration |

* The parent/ carer and child will then be invited to an interview with the relevant Deputy Principal.
* All records/ paperwork should be brought to this interview.
* Contact will subsequently be made with your prior school to ascertain any records about academic and behavioural records and in particular if special needs are notified.
* Details will be taken and any special needs examined and discussed (ie counselling, educational assistance etc)
* Your child may begin as soon as the relevant documentation has been developed with the personnel who need to be involved in your child beginning school. (ie Year Advisor, Counsellor, Support Teacher) This may take a few days or longer depending on circumstances.

**NON LOCAL ENROLMENT PROCESS**

The school will accept non-local enrolments based on the following criteria (in no particular order). **No single criterion will guarantee automatic placement. Placements must be made within the buffer allowed for non-local enrolments to ensure we keep places for students who may move into the drawing area. These buffers are based on historical data and numbers entering through the year.**

Applications for placement into Year 7 of the following year. The criteria is as follows:

* Curriculum offerings of Morisset High School to extend the special aptitudes of students
* Academic performance/achievements as demonstrated through the application
* Availability or combination of subjects to suit the needs/talents of students
* Cultural achievements, for example, band, dance, vocal
* Civics and citizenship achievements
* Sporting achievements
* In Year 6 at Morisset Public, Bonnells Bay Public, Dora Creek Public, Wyee Public School, Wangi Public School or Cooronbong Public School.
* Siblings currently attending Morisset High School
* Proximity and access to the school
* Compassionate or family circumstances
* Physical, emotional and medical needs related to a student’s wellbeing Respect and commitment to their learning and the learning of others.

### **APPLICATIONS FOR PLACEMENT IN OTHER CIRCUMSTANCES:**

* There are sufficient vacancies within the school’s establishment limits to accommodate the student while still allowing for possible local enrolments. (see table on our webpage)
* The student has a satisfactory record of attendance, behaviour and progress at the previous school/s of enrolment.
* The student should be able to travel to and from the school in a way that is considered reasonable and will not impact on their social and/or academic progress.
* Students should be able to obtain appropriate subjects to allow continuity of study. Suitable subjects are available to allow a relevant continuity of study.
* The student has no history of violence or drug-abuse at the previous school, unless it can be demonstrated that appropriate skills have been learnt to manage these behaviours.
* Students must show an appropriateness of age for the school cohort.
* The school can offer adequate human and physical resources to meet the needs of the enrolling student. This will depend heavily upon the student’s educational needs and the availability of support services. In some circumstances, the level of support required will make it necessary for the Principal to direct students to an alternative enrolment.

### **ENROLMENT PANEL**

* Where demand for non-local places into Year 7 for the following year exceeds availability, a Placement Panel shall be formed by the Principal. It will consist of the Principal, one parent representative from the MHS P&C, and a staff representative. The committee will be chaired by the Principal.
* At other times in the year the Principal or nominee shall decide on the enrolment of non-local students.
* Parents will be provided with an explanation of the decisions of the Placement Panel or the Principal in writing, should they request it.

### **WAITING LISTS**

* A waiting list will be established for non-local students seeking placement in Year 7. Parents will be advised in writing if their child is to be placed on a waiting list.
* Waiting lists are current for one year only. Students on waiting lists must be in full attendance at another school.
* The Principal will reconvene the placement panel in the event of an additional non-local enrolment. The list may be re-prioritised if the panel believes the additional enrolment more suitably fits the school criteria than applicants placed lower on the list.

### **APPEALS**

* Where a parent wishes to appeal against the decision of the Principal/Placement Panel, the appeal should be made in writing to the Principal.
* The school recognises that if the situation is not resolved at the local level, parents have a right of appeal to the School Education Director to decide.
* Such appeals would be successful only if the school has failed to follow its stated criteria, or has failed to observe any directions given in **Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (August 1997**).

### **TRANSFER APPLICATIONS**

* Students from non-government schools, interstate or from New Zealand, will be enrolled at this school consistent with its policy. The Deputy Principal, in consultation with the school counsellor and other relevant specialist teachers, will determine the appropriate year and level of study for the enrolling student.

### **PART-TIME ENROLMENT**

Students are generally enrolled in the school on a full-time basis. In exceptional circumstances, however, part-time enrolments may occur. These circumstances might include:

* Students in Years 11 and 12 who choose the HSC Pathway Option to accumulate units towards their HSC over several years
* Students who undertake some of their studies external to the school
* Students with medical conditions enrolling in distance education

### **ENROLMENT FORMS**

* Care-givers/Parents are required to attend an interview at the school prior to any enrolment being considered (Year 7 the following year being excepted). At this interview, it may be necessary for parents to produce previous school reports and other related documents.
* Should a student be accepted into the school, information will be required concerning student details. Parents will be required to complete an “Application to Enrol in a NSW Government School”.
* It must be noted that until a completed application to enrol has been accepted by the school, a child’s enrolment at Morisset High School has not been finalised. If accepted, an official confirmation of enrolment will be sent to parents.

### **Enrolment of Students with Special Needs**

* Enrolment of students with special learning needs will be undertaken in collaboration with parents, carers, school and DEC personnel to consider the full range of options available to meet the student’s learning needs and to take into consideration of any risk management concerns.
* Enrolment of students with disabilities will be considered after input from parents, school staff district appropriate DEC staff and other professionals, in line with the policy, “Enrolment of Children with Disabilities” (Memorandum 88/107)

### **Enrolment of Non-Australian Citizens**

* Non Australian students must hold a visa, and may be enrolled under conditions set out in the booklet  “Conditions for Enrolment of Non Australian Citizens in NSW Government Schools.” Temporary residents may be enrolled for the period specified on the visa.
* International students studying in NSW may enrol their school aged dependents.  Students on a Visitors Visa may enrol for a maximum of three months, but must arrange their enrolment through the International Students Centre (Ph:  02  9561 8209 or Fax: 02 9561 8613).
* DEC approved Student Exchange organisations  eg. Rotary Youth Exchange may also apply for enrolment as an exchange student.

### **Enrolment in Distance Education**

* Distance Education can be provided for students whose special circumstances prevent them from attending school on a regular basis.  Single subject programs are provided for students in subjects not offered at the school.  Strict special conditions apply to these enrolments. Refer “Distance Education:  Categories and Procedural Guidelines for Enrolment.”

### **Short Term and Part Time Attendance**

* For a variety of reasons a student may be enrolled for a short time at school.  The student will remain enrolled at the home school and the host school will send a record of attendance to the home school at the end of the stay or at the end of each term.
* When a student is attending a specialised program at another school, such as classes for behaviour or emotional disorder or a hospital school, he/she will remain enrolled at the home school.

### **REGISTER OF ENROLMENT**

* The school’s Register of Enrolment will be centrally maintained

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| --- | --- | --- | --- | --- | --- | --- |
| YEAR | CAPACITY LOCAL Enrolments | Enrolled currently  2017 | Current  non local enrolments  2017 | Places kept for local enrolments  2017 | Buffer kept for non local enrolments 2017 | AVAILABLE NON LOCAL places at 19/5/2017 |
| 7 | 130 | 125 | 7 | 5 | 5 | 0 |
| 8 | 150 | 142 | 10 | 5 | 5 | 2 |
| 9 | 150 | 145 | 13 | 5 | 5 | 0 |
| 10 | 150 | 138 | 9 | 5 | 5 | 4 |
| 11 | 160 | 112 | 11 | Year 11 & 12 Enrolments are based on subject selection and DOE class sizes. | | |
| 12 | 160 | 73 | 6 |
| Big Picture | 36 | 36 |  |  | | |
| Support Class | 27 | 27 |  |  | | |

**Enrolment Numbers and Non-Local Enrolment Places**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HISTORICAL ENROLMENTS APPLOICATIONS ACCEPTED THROUGHOUT THE YEAR** | | | | | | | | | | |
|  | 2013 | | 2014 | | 2015 | | 2016 | | 2017 | |
|  | Local | Non-Local | Local | Non-Local | Local | Non-Local | Local | Non-Local | Local | Non-Local |
| Year 7 | 136 | 4 | 142 | 8 | 145 | 6 | 130 | 9 | 118 | 7 |
| Year 8 | 149 | 8 | 119 | 5 | 137 | 7 | 132 | 11 | 132 | 10 |
| Year 9 | 123 | 7 | 148 | 6 | 118 | 5 | 132 | 8 | 132 | 13 |
| Year 10 | 138 | 5 | 122 | 10 | 133 | 12 | 119 | 5 | 129 | 9 |
| Year 11 | 137 | 4 | 125 | 8 | 104 | 9 | 124 | 10 | 101 | 11 |
| Year 12 | 89 | 5 | 90 | 7 | 78 | 5 | 75 | 5 | 67 | 6 |

This policy was last ratified on 19/5/2017.

1. This policy will be reviewed as part of the school’s three-year review cycle.
2. Buffer figures will be reviewed annually and published on this page and website.