

ENROLMENT POLICY



In an endeavour to create an optimum learning environment, Marrickville High School has determined the following enrolment policy whose conditions are designed to ensure:

- A learning environment which maximises the opportunity for the successful integration of students into the school's learning community;
- Clear guidelines which are accessible to parents and the community.

1. GENERAL PRINCIPLES

- a) A student is considered to be enrolled when he is placed in the admission register of the school.
- b) A student is considered to have ceased his enrolment when either the school is notified in writing of this by the parent/caregiver or when, after a significant period of non-attendance, no response is received to enquiries concerning attendance/enrolment.
- c) A student will only be enrolled from another state school if he has a *Student Transfer Certificate*. Students continue to be enrolled until issued with a *Student Transfer Certificate* to another state school, or until enrolling in a non-government school, or until notification is given by caregivers of the cessation of the enrolment due to the student having reached an age where school attendance is no longer compulsory.
- d) 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.
- e) The school recognises and follows the procedures outlined in *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (August 1997)* and *Memorandum to School Principals 2.8.06 "Enhanced Enrolment Procedures"*.
- f) International Students will be enrolled in the school following the procedures outlined elsewhere in this policy.
- g) The school rejects any discrimination in enrolment on any grounds; including age, race, religion, ethnicity, sexuality or physical disability.

2. CONSIDERATIONS FOR NON-LOCAL APPLICANTS INTO YEAR 7:

- The school receives a large number of applications from non-local students, particularly for placement into Year 7.
- All non-local applicants will be considered for enrolment by a Placement Panel (for placement in Year 7 at the beginning of the following year).
- The school may accept non-local enrolments based on the following criteria (in no particular order). No single criteria will guarantee automatic placement.

CRITERIA FOR NON-LOCAL PLACEMENT:

1. Evidence of sustained effort and diligence with their learning (30% weighting)
2. In Year 6 at local feeder primary schools (10% weighting)
3. Siblings currently attending Marrickville High School (*Although a factor, it is not seen as an automatic reason to accept a student*) (10% weighting)
4. Proximity to the school (10% weighting)
5. Special interests and abilities in activities which are nurtured within the school e.g. (*Music/band, public speaking/debating, Information Technology, outdoor education programs and sporting excellence*) (15% weighting)
6. Student leadership (15% weighting)
7. Recommendation from the student's current primary school (10% weighting)

3. APPLICATIONS FOR PLACEMENT IN OTHER YEAR GROUPS (Years 8 to 12):

1. There are sufficient vacancies within the school to accommodate the student while still allowing for possible local and IEC enrolments
2. The student has a satisfactory record of attendance, behaviour and academic progress at the previous school of enrolment
3. The student should be able to travel to and from the school in a way that is considered to be reasonable and not excessive
4. Students with siblings already enrolled (this factor will be considered however, it is not an automatic reason to accept a student)
5. Students should be able to obtain appropriate subjects to allow continuity of study
6. Special interests and abilities in activities which are nurtured within the school – for example music/band, public speaking/debating, leadership experiences, computer use, outdoor education programs and sporting excellence
7. Students must show an appropriateness of age for the school cohort
8. Parents may be required to provide 100 points of proof of residence

Parents upon contacting the school may be asked to submit an expression of interest addressing the above criteria. The school will make contact to discuss the application.

4. CONSIDERATIONS FOR LOCAL APPLICANTS OF POST-COMPULSORY AGE (17+)

The school often receives applications from local students of post-compulsory age into credentialing years. All local students of post-compulsory age will be considered by the Principal or their nominee. The school may accept local students of post-compulsory age into the credentialing years on the following considerations (in no particular order). No single consideration will guarantee automatic placement.

- The student's current residence is in the school's local drawing area
- Students should be able to obtain appropriate subjects to allow continuity of study
- The student has a satisfactory record of attendance, behaviour and progress at the previous school of enrolment
- Students must show an appropriateness of age for the school cohort
- The school's enrolment ceiling has not been reached

5. ENROLMENT CEILING AND BUFFER

The optimal enrolment ceiling is determined in consultation with the Director Public Schools NSW: Marrickville Network on an annual basis.

Based on historical data on enrolment fluctuations and on the number of families moving in and out of the local area, it is determined that a buffer should be established for each form during the year. Thus, while acknowledging the discretion of the Principal, the school will not accept non-local students in any form once that year has reached its buffer.

6. PLACEMENT PANEL

Where demand for non-local places into Year 7 for the following year exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel is to be determined locally but must include at least one staff member, other than the principal, and one school community member nominated by the school's parent organisation. The panel will be chaired by the principal who will have a casting vote. At other times in the year the Principal or her 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.

7. WAITING LISTS

Waiting lists for non-local students will be established where necessary. Parents will be advised in writing if their child is to be placed on a waiting list and of his/her position on the list. Waiting lists are current for one year only. Students on waiting lists must be in full attendance at another school.

8. 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 Director Public Schools NSW Marrickville Network, to make a determination. 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)* and *Memorandum to School Principals 2.8.06 "Enhanced Enrolment Procedures"*.

9. TRANSFER APPLICATIONS

Students from non-government schools, interstate or from New Zealand, will be enrolled at this school consistent with its policy. The 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.

10. EXCEPTIONAL CIRCUMSTANCES

Students are enrolled in the school on a full-time basis. In exceptional circumstances, students may not be attending school 5 days a week at the discretion of the school. 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
- Students who are experiencing major difficulties at school

11. ENROLMENT FORMS

- Caregivers/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, current classroom workbooks and other related documents.
- Should a student be accepted into the school, information will be required concerning student details. "*Application to enrol in a NSW Government school*" form will be used to collect this data.

12. REGISTER OF ENROLMENT

The school's *Register of Enrolment* will be maintained through the Department of Education's student administration system.

13. ENROLMENT OF INTERNATIONAL STUDENTS

- The enrolment of all International Students must comply with the guidelines outlined in the International Students Centre Handbook For Schools
- The enrolment process will usually be conducted by the Principal or their delegate
- Appeals against the decision of the Principal/Placement Panel should follow the processes outlined elsewhere in this policy
- No overseas student can enrol without an *Authority to Enrol* issued by the International Student Centre:

827-839 George Street

Broadway NSW 2007

Telephone: 1300 300 229

Website: www.internationalschool.edu.au

Both categories of overseas students are subject to fees payable to DoE.

Evaluation:

This policy will be reviewed as part of the school's review cycle.

Policy v7.2

Revised 26 June 2018