



## **AHS ENROLMENT POLICY – Date Revised: 5/4/2022**

### **PURPOSE**

The purpose of this policy is to provide information for our community and direction for school personnel on the entitlements, requirement and procedures for the enrolment of students at Albury High School (AHS).

### **RATIONALE**

AHS is located in Albury and is one of three Department of Education (DoE) comprehensive schools in the town whom work together collaboratively to offer quality public education. All schools draw students from their local intake area. This policy is to ensure that AHS meets its obligations within DoE policy to provide spaces to ensure students living within their local intake area have the capacity to attend their local school and states the grounds on which non-local enrolments will be accepted.

### **Entitlement to enrol, section 2 of the General Enrolment Procedures**

Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

Parents seeking to enrol their child in a school other than their local public school should contact the school to determine availability of places and selection criteria if demand exceeds availability.

Our current enrolment includes three Multi-Categorical classes which students are placed in by the Department based on need.

### **DEFINITIONS**

**Local intake areas, section 1 of the General Enrolment Procedures** are designated by the Secretary, Department of Education so that all compulsory school-age children in the state will be eligible to attend a government school. A child is entitled to enrol at the **local school** that the student is eligible to attend if his or her home is within that school's intake area.

Schools may require a 100 point check to ensure a child resides within the local intake area.

### **Non- Local**

Children from outside the local intake area.

### **Enrolment Cap, Section 9.1 of the General Enrolment Procedures**

The total number of students AHS can accommodate without requiring extra accommodation is 1100 students.

## **Enrolment Buffer, Section 9.2 of the General Enrolment Procedures**

The size of the local enrolment buffer is set locally by the Principal and approved by the Director Educational Leadership and is currently 5% - this figure is based on the information in section 9.2 of the general Enrolment Procedures and considers historical data and enrolment fluctuations.

## **AHS Placement Panel, Section 9.4.3 of the General Enrolment Procedures**

For 6 into 7 transition each year the school will establish an enrolment panel to consider and make recommendations on all nonlocal enrolment applications.

The panel will also meet during the year to consider any non-local enrolments if we are close to the buffer.

The composition of the enrolment panel is determined locally and will consist of one executive staff (Deputy Principal) member to chair the panel and at least one teaching staff member nominated by the principal and one school community member nominated by the school's parent organisation.

Applicants for non-local enrolment must be advised that the panel will include a school community member and all panel members should be asked to confirm they have no conflict of interest when considering the application.

The principal will not be the chair or the executive member on the panel so that appeals in the first instance can be considered by the principal.

The panel considers non-local enrolment applications in a timely manner. In considering applications, the panel assesses only the information and supporting documentation presented on the non-local enrolment application form, available from the school.

The decision made by the panel must take into account the enrolment cap and the buffer retained for local students arriving later in the year. The panel records all decisions and keeps minutes of meetings which are to be available on request by the principal and Director, Educational Leadership.

The chairperson ensures that the established criteria are applied equitably to all applicants. The school will notify parents of the result of their application. Parents may request a written explanation of the decisions of the panel.

## **Criteria, Section 9.4.2, of the General Enrolment Procedures**

Criteria for the enrolment of non-local students should be developed by the principal after consultation with the P&C. The principal may establish a panel consistent with section 9.4.3 to determine and prioritise the criteria.

Criteria for non-local enrolment applications must be documented and cannot be unlawfully discriminatory. Criteria in order of priority include:

- siblings already enrolled at the school
- recent change in the local intake area boundaries.
- compassionate circumstances supported by evidence
- medical reasons supported by evidence
- availability of subjects or combinations of subjects – (emphasis on Year 11 pattern of study)
- safety and supervision of the student before and after school
- structure and organisation of the school

Criteria must not include student ability, performance or achievement. Priority should be given to siblings of currently enrolled students, where possible.

Only specialist schools, for example sports or performing arts high schools, may include student ability, performance or achievement in the school's specialisation within the criteria for non-local enrolment. This does not apply to AHS and student ability will not be considered.

The criteria should will be made available to the school community and parents who are interested in enrolling their children.

All students who live in the AHS zone are entitled to enrol at AHS and will be offered a position.

#### **Waiting list, Section 9.4.4 of the General Enrolment Procedures**

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies.

#### **Appeals, Section 9.4.5 of the General Enrolment Procedures**

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the principal is not on the enrolment panel, the principal considers the appeal and makes a determination.

The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership of the Albury Network.

#### **This policy is to be read in conjunction with:**

*General Enrolment Procedures – Implementation Document for Enrolment of Students in NSW Government Schools policy 22 July 2019.*

*Residential Address Check for the enrolment of students in NSW Government Schools June 2019*

*Departments decision making flow chart – DoE support materials – see*

<https://policies.education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>