



# Cammeraygal High School

## Enrolment Policy, Process & Procedures 2017

### STATEMENT OF PRINCIPLES

Children are entitled to be enrolled at the Government school that is designated for the intake area within which the child's home is situated and the child is eligible to attend. School local areas are determined by the Department of Education through a process involving consultation between the Properties Directorate and the Executive Director Public Schools. Applications for enrolment from out-of-area students will be considered when vacancies exist. The school, taking into account the enrolment ceiling and appropriate 'buffer', will determine vacancies.

Within the enrolment ceiling, a buffer will be maintained in each year group to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students. In 2017 student numbers (including the buffer) will be set at:

- Year 7 .....150 Students
- Year 8.....120 Students
- Year 9 .....120 Students

### LOCAL ENROLMENT APPLICATIONS

#### YEAR 7

If your child is in Year 6 and attends a NSW Government primary school, they will be able to apply for enrolment by completing the *Expression of Interest* form which is distributed through primary schools. This form is then **returned to their primary schools**.

If your child does not attend a NSW Government school, you can obtain an *Expression of Interest* form from any government school, or online and return the completed form directly to Cammeraygal HS.

Students who fall within the Cammeraygal HS catchment area should list *Cammeraygal High School* in Section B of the form. If they wish to come to Cammeraygal HS, there is no need to fill in other sections of the form.

#### ALL OTHER YEARS

If applicants are able to present proof of address within the school's local enrolment area, an interview will be arranged with the Principal or other designated staff member and they will be offered an enrolment package.

## NON-LOCAL ENROLMENT APPLICATIONS

Out-of-area applications will all go before a **PLACEMENT PANEL**. The panel will consider and make recommendations on all non-local enrolment applications. The panel will consist of:

- **YEAR 6 INTO YEAR 7 ENROLMENT APPLICATIONS:** The Principal, two staff members (one being the Deputy Principal), and an administration staff member. The Principal is the chairperson and has the casting vote.
- **APPLICATIONS FOR ENROLMENT INTO ALL OTHER YEARS, AND YEAR 7 AFTER THE COMMENCEMENT OF THE SCHOOL YEAR:** The Principal, Deputy Principal and relevant Year Advisor. The panel is chaired by the Principal, who has the casting vote.

Your application will be reviewed by the School Placement Panel taking into account the following selection criteria (not listed in a priority order):

- primary school performance reflecting the school's values related to:
  - learning focus and
  - achievement;
- student welfare or compassionate circumstances including proximity and access to the school, siblings already enrolled at the school, medical reasons, safety and supervision of the student before and after school;
- extra-curricular interests and abilities; and
- the structure and organisation of the school.

Your application will be reviewed and processed as a matter of priority with **equal** weighting being given to each of the criteria. To assist in this process you will be asked to supply a **cover letter** addressing the criteria listed above; including special achievements (such as awards, ICAS results) and extracurricular activities; as well as copies of **Year 5 NAPLAN results, most recent school report and any relevant documentation supporting welfare or compassionate circumstances**,

Year 7 first round offers are made in June and unsuccessful candidates will be placed on a **WAIT LIST**. Parents / caregivers will be advised in writing if their child is to be placed on a wait list. The size of the wait list will reflect realistic expectations of potential vacancies and no wait list will be maintained if there is not a realistic potential for vacancies. The wait list will remain current until the end of the year.

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decisions of the Placement Panel in writing, should they request it.

## APPEALS

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. Where required, the Principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter. If the matter is not resolved at the local level, the Executive Director Public Schools will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

## REQUIRED DOCUMENTATION:

Every new enrolment must include copies of any relevant information e.g. **student identity documents** (Birth Certificate or Passport); **citizenship documents** (please note that an Australian Birth Certificate does not necessarily equate to Australian citizenship), any relevant visa and travel documents and **100 point proof of residential address** including ONE Category A document and TWO Category B:

<b>Category A</b> 50 Points	<ul style="list-style-type: none"><li>• Contract of Purchase, Rates Notice of Land Evaluation Notice</li><li>• Residential Lease (of at least 12 months duration)</li><li>• Statutory Declaration</li></ul>
<b>Category B</b> 25 Points	<ul style="list-style-type: none"><li>• passbook or bank account statement</li><li>• telephone, gas or electricity bill</li><li>• letter from ATO, Centrelink, Bank or Medicare</li><li>• current vehicle registration certificate</li><li>• vehicle registration renewal notice for coming period</li><li>• electoral enrolment card or other evidence of enrolment</li></ul>

The school **must sight originals** of all documentation and, until a completed *Application to Enrol* has been received, and all supporting documentation verified, enrolment at Cammeraygal High School cannot be finalised.

Please note that **if at any time** proof of residential address is found to be false or misleading the Principal maintains the right to withdraw the offer of enrolment at Cammeraygal High School.

**NB: clearance from the previous school should be organised before enrolment is finalised**

## THE ENROLMENT PROCESS:

- At the enrolment interview the student's reports and other documents provided will be used as the basis for a discussion of appropriate class placement and subject selection. Selection of subjects will be subject to availability. The Principal will then survey Head Teachers regarding class placement for junior students.
- School procedures and routines will be discussed at the enrolment interview.
- Any student who is not an Australian or New Zealand citizen must have an appropriate residency visa, or approval to enrol in accordance with the conditions set down by the Department of Immigration and Border Protection. For more information go to <http://www.decinternational.nsw.edu.au/study/schools/temporary-residents#school-staff>
- The Principal will explain the DEC procedures which must be followed, including the completion of the *Application to Enrol in a NSW Government School* forms and request for information from the previous school.

- The Principal will send the *Request for Information* form to the student's previous school to check on any history of violent behaviour or learning support needs. The Principal will contact non-government schools directly to check on any such history. If the previous school is in another State, the appropriate forms will be sent and must be returned before enrolment can be finalised. If necessary, a Risk Management Plan will be prepared and discussed at the first available staff meeting, **before enrolment is finalised**.
- If necessary, DEC personnel (student welfare, learning support) will be contacted regarding additional support required. Any health issues (eg anaphylaxis, diabetes) must be addressed by the development of a personal health care plan before enrolment.
- Year 11 and 12 enrolments will negotiate their subject choices with the Principal subject to class numbers, course availability, past patterns of study and **The Board of Studies, Teaching and Educational Standards NSW (BOSTES) requirements**. It should be noted that students wishing to enrol into Year 12 must have a compatible pattern of study available and a successful academic record in this pattern of study for their enrolment to be accepted. The Careers Advisor is consulted concerning TAFE and VET courses.
- All forms must be returned to the School Administration Office and data entered before a timetable can be generated. In general, the enrolment process will require 2-3 days for completion (dependent on prompt return of information by previous schools).
- Administration staff will establish a file, check documentation and up-date the DEC enrolment database (ERN).

Kathy Melky

Principal