



Enrolment Implementation Plan

In-Zone Enrolments

Northlakes High School accepts "in zone" enrolments from the following drawing areas: San Remo, Doyalson, Blue Haven, Budgewoi, Halekulani, Buff Point. For students residing in these areas, Northlakes High School will be their local High School. Students from these areas have automatic right to enrolment at Northlakes High School.

Out of Zone Enrolments

Students who reside outside the drawing areas listed above, will be considered to be "out of zone". Generally, "out of zone" enrolments will not be accepted at Northlakes High School.

Special Circumstances

Where special circumstances exist, a student may be considered for "out of zone" enrolment. Such special circumstances could include a strong, fully documented welfare reason for the student to enrol somewhere other than their local high school, or where the student has welfare or special needs that cannot be met by their local high school. Students with special circumstances will only be considered for placement if there is room in the classes already established for the 'in zone' students. Additional classes cannot be formed in order to provide places for "out of zone" enrolments. To be considered for a special "out of zone" enrolment, the student's parent/caregiver must complete and submit the attached Application for Out of Zone Enrolment to Northlakes High School.

This application must be accompanied by any relevant documentation and must, where possible, be endorsed by the student's current school Principal. Northlakes High School will contact the student's current school to seek further information if necessary.

The Northlakes High School Enrolment Committee is made up of:

- Principal or Deputy Principal
- A member of the teaching Executive
- A representative of the school's P & C Association
- The School Counsellor (where applicable)

Placement Panel

The placement panel will consider and make recommendations on all non-local enrolment applications.

Year 6 into Year 7 enrolment applications: The Placement Panel consists of the Principal, one staff member and one school community member nominated by the P&C.

Applications for enrolment into Years 8 – 12 and Year 7 after the commencement of the school year: the Panel consists of the Principal, the Deputy Principal responsible for the relevant year group, and a representative nominated by the P&C. The panel is chaired by the Principal, who has a casting vote.

The decisions made by the placement panel are made within the context of the enrolment ceiling and the buffer retained for local students arriving later in the year. The placement panel records all decisions and minutes of meetings will be available on request.

Criteria for Non-local Enrolment Applications

Criteria for selecting amongst non-local enrolment applications will be made available, in advance, to parents who are interested in enrolling their children. The placement criteria for

non-local applicants listed below will be used by the panel to establish an order of placement, so as to either offer a position at the school (when local enrolment numbers permit) or placement on a waiting list.

Criteria (not listed in a priority order)

- Proximity and access to the school
- Siblings already enrolled at the school
- Medical reasons; disability
- Safety and supervision of the student (or sibling) before and after school
- Availability of subjects or combinations of subjects
- Compassionate circumstances
- Recommendation of Principal of current school

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.

Waiting List

A waiting list may be established for non-local students. No waiting list will be maintained if there is no realistic potential for vacancies. The waiting list is current for one year.

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 Director will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Local Enrolment Applications

When parents/carers of students applying for enrolment contact the school by telephone or in person, the Front Office staff will provide them with an Enrolment Request form. If they are able to present proof of address within the school's local enrolment area, they will be provided with an enrolment package, which includes advice on other required documentation. Proof of address within our local area includes: rates notice, rental notice, paid utilities bill. A driver's licence is not adequate. Families must live in our precinct for them to be considered 'local' enrolments.

The Enrolment Request form for any local applicant will be submitted to the relevant Deputy Principal. If the student is local, an appointment will be made for an interview as soon as possible.

Required Documentation

Every new enrolment must have:

- Original birth certificate, or passport
- Notice of assessment from the Intensive English Centre (ONLY if recently arrived in Australia). Front Office staff will advise parents/carers on arranging an appointment for this assessment
- Other relevant documents, such as Court Orders, AVO etc.
- School reports, including the most recent. If lost, arrangements need to be made by the parents/carers with the former school to have these posted/faxed/emailed so as to be able to present these to Northlakes High School
- Other reports, including NAPLAN for years 7-10 and ROSA if enrolling into Year 11 or 12.
- School Certificate or Preliminary Certificate/Record of Achievement originals must be provided if enrolling into Year 11 or 12
- The name, position and telephone number of a Senior Executive or Year Advisor from their former school (a preferred person of recommendation)

- Completed Application to Enrol in a NSW Government school form (provided in the school enrolment package)
- Clearance forms from the previous school must be provided before enrolment is finalised (although students will not be able to provide a transfer certificate until after they have been offered a place at Northlakes High School)

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. All students will complete a Literacy and Numeracy assessment (LAST team). The Year Advisor will then use the information to place students.
- School procedures and routines (outlined in the Information Book provided) 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 by the Department of Immigration and Multicultural Affairs (DIMA)
- The Deputy Principal will explain the DoE procedures which must be followed, including the completion of the Application to Enrol in a NSW Government School form and request for information from the previous school
- The Deputy 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 Deputy 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, DoE personnel (student welfare, learning support) will be contacted regarding additional support required. Any health issues (e.g. 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 Deputy Principal subject to class numbers, course availability, past patterns of study and board of Studies requirements. It should be noted that students wishing to enrol in to 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 Adviser 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 of prompt return of information by previous schools)
- SASS staff will establish a file, check documents (e.g. Transfer Certificate and Records Transfer) and up-date ERN and files
- Students are placed into a roll call group; senior students are advised of schools expectations and procedures – (new student booklet)

The First Day at School

- The Deputy Principal will inform the Year Advisor of the student's starting date. The Year Advisor will meet the student at the Front Office and arrange for another student to show her/him around the school
- Class teachers must not add students to any class roll unless they have sighted the student's timetable indicating that they have been placed in that class. A personalised school timetable is proof of enrolment at Northlakes High School.
- The Deputy Principal will ensure that any known issues are referred to the Year Advisor and, if necessary, the Learning Support Team, Careers Adviser, LAST, Counsellor or Welfare Team, so that students can be provided with appropriate support.

NORTHLAKES HIGH SCHOOL

APPLICATION FOR "OUT OF ZONE" ENROLMENT – 2018

Student Details

Full Name: _____

Address: _____

Current School: _____

D.O.B: _____

Gender: Male / Female (*please circle*)

Application for: Year 7 / Year 8 / Year 9 / Year 10 / Year 11 / Year 12 (**please circle one**)

Family Details

Parent/Caregiver Name: _____

Address: _____

Phone Number: _____ Mobile: _____

Email: _____

Reasons for Requesting 'Out of Zone' Enrolment

These reasons should be supported with documentation where appropriate and endorsed by the student's current Principal

Additional pages may be added if necessary

Current Principal's Recommendation / Endorsement

Your child's current Principal must provide a written recommendation to accompany this application.

The Principal's recommendation should be made on the attached sheet and should be faxed separately to the Northlakes High School Enrolment Committee on fax number 4399 1792 or emailed to northlake-h.school@det.nsw.edu.au

Any application which is not accompanied by the current Principal's recommendation will normally not be considered by the Committee.

Application should be forwarded to: -

Enrolment Committee
Northlakes High School
Brava Ave
SAN REMO NSW 2262

Parent / Caregiver's Declaration

I seek "out of zone" enrolment for my child _____
at Northlakes High School. I give permission for the Enrolment Committee to seek any
additional information necessary from my child's current previous schools.

Parent/Caregiver Signature: _____ **Date:** _____

