



Erskine Park High School

Pride In Achievement

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Enrolment Policy

Reviewed February 2020

Erskine Parks High Schools Enrolment Policy has been developed to meet the needs of the local community in accordance with the Enrolment of Students in NSW Government Schools policy (PD/2002/0006/01/v1.0.0). This policy is in place to assist schools to meet their obligations under the Education Act 1990 – to ensure that every student has a place at their local school.

Support Class Placement

Erskine Park High School has four classes in the Support Unit. Enrolment into these classes is determined by a Regional Panel. For more information about placement in a support class contact the Principal of your current school.

Entitlement to enrol

A student is entitled to enrol at the school if their home is located within the school's local intake area. Parents may apply to enrol their child in the school of their choice. Acceptance is subject to the child being eligible to attend and if the school can accommodate the child.

The Principal requires proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. Schools that are at or nearing their local enrolment buffer will use the 100-point residential address check to determine the student's entitlement to enrol at the school.

Enrolment Cap and Buffer

The enrolment cap for the school is established centrally, based on available permanent school facilities. A buffer is determined within that cap (based on historical and discernible trends) to cater for anticipated local demand, including new local arrivals who locate to Erskine Park High School during the school year. The size of the local enrolment buffer is set locally by the Principal and approved by the Director, Educational Leadership. It is reviewed annually and set in time for assessing applications for the following year's enrolment intake. Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level.

Enrolment Enquires

All enrolment enquires will be managed by the Enrolment Officer, or an alternative school administrative officer in their absence. Parents applying for a local enrolment will need to demonstrate the 100-point residential address check. This information can be found on the Pre-enrolment form.

The application will be reviewed by the Principal, together with supporting documents, as outlined on the Pre-enrolment form. When the Principal is satisfied the local enrolment is to proceed, the family is telephoned and invited to interview.

Interview for Enrolment

After the Principal is satisfied that the local enrolment is to be accepted and information from the previous school of enrolment has been received the family is invited to an interview. This process may take longer if additional information pertaining to risk, behaviour or medical assessments are required.

School expectations are explained and a start date is negotiated. This is typically at least two school days after the interview to allow parents to secure uniform and equipment and also allow the school to process the enrolment.

Non-Local Enrolments

Enrolments 6 into 7

Students who reside outside the local intake area may choose to nominate Erskine Park High School as their first choice of school on the expression of interest form. These application forms are available from any DoE primary school. Non-local enrolments will only be considered when vacancies are available outside of the local enrolment buffer.

General Enrolments

Parents of students who live outside the local intake area may wish to make an application for their child to enrol at Erskine Park High School. Non-local enrolments will only be considered when vacancies are available outside of the local enrolment buffer. The Enrolment Officer may advise whether there are any vacancies upon enquiry. The Non-local application form will be completed in addition to the Pre-enrolment form.

Criteria for Non-Local Enrolment Applications

A placement panel comprising of an Executive member, one staff member and one school community member nominated by the P&C will meet to consider all non-local year 6 into 7 applications when the school is below the local enrolment buffer as set as part of the enrolment cap **and** vacancies for non-local placements exceed applications. For general enrolments during the school year the panel will consist of an Executive member and a staff member.

The recommendations for all non-local applications will be based on the criteria outlined below. The development of the criteria for the enrolment of non-local students is the responsibility of the placement panel.

The placement panel considers only those matters presented on the application form (not oral or other submissions). Any additional information to be considered should be attached to the application. This should include the students most current school report and any additional documents to demonstrate the selection criteria.

Depending on the current student numbers relative to the enrolment cap, the panel will determine that the student be:

- considered for enrolment or
- advised to attend their local school.

The placement criteria for non-local applicants is listed below in priority order. Non-local applicants are placed in order according to this list.

The student:

- Has a physical disability and issue of mobility ease for which this school is able to better cater for with its ramps and lift, then at the students local high school.
- Recent changes to the local intake area boundaries
- Has a sibling already at the school
- Compassionate circumstances
- Proximity and access to the school

Appeals

These are lodged against a decision made by the Placement Panel and are to be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved it is to be referred to the Director, Educational Leadership for determination. Appeals are to determine whether the stated criteria of the school have been fairly applied.