



# Erskine Park High School

*Pride In Achievement*

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## Enrolment Policy

*Reviewed February 2016*

Erskine Park High School is renowned for providing outstanding educational opportunities where all students take pride in their achievements. The school's Enrolment Policy has been developed to meet the needs of the local community. This policy has been developed in accordance with the Department of Education and Training policy *Enrolment of Students in NSW Government Schools PD20020006*.

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.

This policy document is divided into three sections:

- Year 6-7 Enrolments
- General Enrolments
- Enrolment into the Senior School (Year 10 into Year 11).

### YEAR 6-7 ENROLMENTS

#### Enrolment Ceilings and Buffer

Each school year a ceiling is established for the enrolment of Year 7 based on available school facilities. The school maintains a buffer (based on historical and discernable trends in our local Learning Community of James Erskine and Blackwell Primary Schools) to cater for anticipated local demand, including new local arrivals who locate to Erskine Park High School for commencement at the beginning of the school year.

Our local intake area boundaries and street names can be checked via our front office. This is determined by the Department of Education and Communities.

#### Non Local Enrolments

Students who reside outside the local drawing area may choose to lodge an 'Out of Area Application'. These application forms are available from any DoE primary school.

A placement panel comprising the Principal, one staff member (the 6-7 liaison person) and one school community member nominated by the P&C will meet to consider all Out of Area Applications. The Principal is the chairperson and has the casting vote.

The placement panel will only make recommendations for non-local enrolment applications when demand for non-local places exceeds availability.

The recommendations for Out of Area 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 student's most current school report and any additional documents to demonstrate the selection criteria.

## **Criteria for Non-Local Enrolment Applications**

Depending on the size of current student numbers, the Principal 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 an 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, than at the student's local high school.
- Has a demonstrated interest, ability and capacity to contribute towards our Gifted and Talented Program in our Learning Community. (Students are also required to submit an additional expression of interest to the Gifted and Talented Program and are encouraged to sit the HAST test).
- Demonstrate special interest and ability in programs offered by this school that may not be provided by the student's local high school. Eg Band programs, Chinese language and immersion programs and Agricultural programs.
- Plays a positive role in learning through the extended learning community, including transition programs supported by the James Erskine and Blackwell primary schools.
- Will have a sibling in the school the following year. Siblings are rated according to the year in which they are enrolled, the younger the sibling, the higher the priority.
- Compassionate reasons that are supported by appropriate documents, eg medical conditions or safety and supervision before and after school

## **Waiting Lists**

A waiting list may be established for non-local student. The size of the waiting list will reflect the realistic expectations of potential vacancies. No waiting list will be maintained if there is not a realistic potential for vacancies. The waiting list is current for one year. Parents will be advised if their child is placed on a waiting list.

## **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 of Public Schools for determination. Appeals are to determine whether the stated criteria of the school have been fairly applied.

## **GENERAL ENROLMENTS**

### **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 residency in the local drawing area. Accepted documentation includes:

- If you are the owner of the property – Purchase contract for the property, council rates, Water, Gas or Electricity bills, Home Contents Insurance Policy.
- If you are renting the property – Rental Lease Agreement, Rental Bond Receipt, TWO rental payment receipts that are recent. Statutory Declarations will only be looked at after the documents listed above.

All documents must be current and originals.

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

### **Non – Local Enrolments**

Parents of students who live outside the local drawing 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. The Enrolment Officer will advise whether there are any vacancies upon enquiry.

### **Interview for Enrolment**

After the Principal is satisfied that the local enrolment is to be accepted (see attached checklist) and information from the previous school of enrolment has been received and is not unusual or requiring action, the family is invited to an interview.

School expectations on school rules, lateness and truancy consequences, out of class procedures, timetable arrangements, Administration Charges, subject contributions information, uniform, after-school detention, mobile phone policy and punctuality and attendance are emphasised within the interview. School Contributions and Student Assistance is explained to assist families in special need. A start date is negotiated. This is typically at least two school days (or longer) after the interview (and after the school uniform shop can be accessed) to allow parents to secure uniform and equipment and also allow the school to process the enrolment.

Once a successful interview occurs, the DEC enrolment form is to be completed by the family and student timetables produced. Upon arrival, all new students report to the Deputy Principal's office who checks uniform and school readiness. The new enrolment then meets their Year Adviser who accompanies the student themselves OR arranges a student mentor from their Year group to briefly guide them around the school.

### **ENROLMENT INTO YEAR 11**

Year 10 students and their parents are required to attend the Year 10-11 Enrolment Day at the end of their Year 10 school year. On this day, the Senior School Charter will be explained, the school's high expectations outlined and all procedures spelt out. Subjects requiring financial contributions to cover course costs, annual refundable text book bond and Administration Charges are paid on this day. Students, parents and the school enter into an agreement for enrolment into the senior years.

Once enrolled, Year 11 students wishing to change their pattern of enrolment in courses have until the Friday of Week 4 at the start of the school year to submit the correct paperwork. Again, this is done subject to class numbers, course availability, past patterns of study and Board of Studies requirements. Senior students cannot move into new courses beyond this in light of the catch up work they will be required to complete.

## **STUDENTS WITH A HISTORY OF VIOLENCE SEEKING ENROLMENT (Legal Bulletin 40)**

Violence is defined but not limited to: “any behaviour (physical or other) which seriously interferes with the physical and psychological safety and well being of staff and students.

For any such student:

- Staff are provided with all relevant information available. Cases and their facts will differ. Staff likely to be affected include SASS, integration SLSO's, permanent teaching staff and casual staff.
- Staff are briefed on the student's personal information to the extent necessary to protect the health and safety of people at the school. For example the history of a child's development or personal crises in the student's life may not be relevant, but the manifestations through the student's behaviour will be.

Regional support staff may be required to manage any impasse where approvals are not granted or where documentation is incomplete or not received. **Enrolment MUST NOT proceed until any matters of past records and necessary risk management are resolved and issues concerning the safety of staff and other students are addressed.**

Once records are received risks are identified and assessed. Counsellor transmitting of relevant information to the Principal occurs to support this process. Staff **MUST** be consulted at all stages of the risk assessment process. This is especially those staff whose safety may be affected by decisions concerning the risks and how the risks are to be managed. This typically requires a behaviour management plan to be compiled consultatively with the teaching and support staff who will be teaching or who will have close contact with the student. Regional support may also be required.

Presenting information in terms of a risk management will present the risks realistically and strategically. Privacy for the student concerned needs to be upheld outside of those concerns impacting on Occupational Health and Safety matters. Reviewing the risk management once enrolment commences is a critical concern.



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## ERSKINE PARK HS – YEAR 7-12 ENROLMENT EXPRESSION OF INTEREST

STUDENT NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

CURRENT SCHOOL: \_\_\_\_\_ YEAR GROUP: \_\_\_\_\_

GENDER: \_\_\_\_\_ DATE OF ENQUIRY: \_\_\_\_\_

REASON FOR REQUESTING ENROLMENT AT EPHS:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

PHONE NO: \_\_\_\_\_ MOBILE PHONE NO: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

<b>IS THE APPLICANT LIVING IN OUR LOCAL DEC DRAWING AREA?</b> Proof ( <u>must be originals</u> ) of (current) Purchase contract for the property, Council Rates and Water/Gas/Electricity bills, Home Contents Insurance Policy OR Rental Lease Agreement, Rental Bond Receipt, two rental payment receipts in the name of the enrolment applicant. Original documents only. No sub-leases accepted. Statutory Declarations will be looked at after the documents above.	YES/ NO
<b>HAS THE APPLICANT ATTENDED A PUBLIC SCHOOL PREVIOUSLY?</b> (New arrivals in Australia, contact the Intensive Language Centre, Evans HS. Ph: 9622 1289)	YES/ NO
<b>IS THERE AN UNRESOLVED SUSPENSION (LONG OR SHORT) OR ANY ISSUES OF VIOLENCE AT THEIR CURRENT SCHOOL?</b>	YES/ NO
<b>DOES THE APPLICANT HAVE A COPY OF THEIR MOST RECENT SCHOOL REPORT?</b> (They must obtain one for enrolment interview to proceed)	YES/ NO
<b>DOES THE APPLICANT HAVE A BIRTH CERTIFICATE OR PASSPORT?</b>	YES/ NO
<b>DOES THE APPLICANT HAVE RECENT AWARDS/CERTIFICATES?</b>	YES/ NO
<b>DOES THE APPLICANT HAVE NAPLAN,ESSA OR ROSA DOCUMENTS?</b>	YES/ NO
<b>HAS THE APPLICANT ANY CUSTODY ISSUES?</b>	YES/ NO
<b>DOES THE APPLICANT HAVE ANY SPECIAL LEARNING OR MEDICAL NEEDS?</b> Details:	YES/ NO
<b>DOES THE APPLICANT HAVE FRIENDS OR RELATIVES AT THIS SCHOOL?</b> Details:	YES/ NO
<b>IS THE APPLICANT AWARE OF OUR ADMINISTRATION CHARGES?</b>	YES/ NO
<b>IS THE APPLICANT AWARE MOBILE PHONES ARE NOT TO BE USED AT EPHS</b>	YES/ NO
<b>IS THE APPLICANT AWARE THEY MUST BE IN <u>FULL</u> SCHOOL UNIFORM TO START SCHOOL?</b>	YES/ NO
<b>WHO DOES THE APPLICANT RECOMMEND WE SPEAK TO FROM THEIR CURRENT SCHOOL?</b>	
Name:	Phone No:

**ITEMS REQUIRED FOR ENROLMENT INTERVIEW:**

**If you are the owner of the property: Purchase contract for the property, Council Rates, Water/Gas/Electricity bills, Home Contents Insurance Policy.**

**If you are renting the property: Rental Lease Agreement, Rental Bond Receipt, TWO rental payment receipts (recent).**

**All documents MUST be ORIGINALS and current to prove local residency.  
No non-local enrolments accepted. No 'sub leases' accepted.**

Statutory Declarations will only be looked at AFTER the documents listed above.

Most Recent School Report(s)

Awards/Certificates

Birth Certificate/Passport

NAPLAN, ESSA OR ROSA DOCUMENTS

**THE PRINCIPAL/DEPUTY PRINCIPAL WILL TELEPHONE THE APPLICANT FOR AN INTERVIEW (if you are a 'non-local' applicant, this will only occur if a vacancy arises)**

**ALL ERSKINE PARK ADDRESSES ARE 'LOCAL' ENROLMENTS. ST CLAIR ADDRESSES FOR LOCAL ENROLMENTS ARE LIMITED TO THE FOLLOWING:**

Aldan, Amazon, Auber, Banks (2-42 evens only), Bard, Bartok, Bax, Belbowie, Bellini, Benaud, Bennett (237-283 odds only), Berrigan, Biwa, Blackwell, Bode, Bradman, Caesar, Chad, Clarence, Comboyne, Cook (evens only), Coowarra, Corio, Davidson Close, Derwent, Don, Dryberry, Ecumbene, Eurabee, Faust, Fontana, Frost, Grevillea, Grimmett, Hassett, Hay, Heron, Hibiscus, Horseshoe, Illawarra, Ipel Close, Ives, Jeffrey, Jody, John, Juba, Kabul, Kasie, Kippax, Lear, Lilleys, Lindwall, Macbeth, McCabe, McCartney, McIntyre (evens only), Mezen, Mimosa, Moonah, Napunya, Noble, Nora, Oldfield, Othello, Paroo, Peace, Pecan, Pecos, Pinecreek, Plover, Pyramus, Redstone, Ree, Seta, Shakespeare, Shrike, Strauss, Tapi Glen, The Grandstand, Tonga, Trout, Tuggerah, Tumut, Tuna, Tyne, Van Dieman, Verdi Glen, Walkers, Warbler, Welle, Windrush, Woro, Woronora, Wye.