



Bowral High School – Moss Vale High School

Criteria for non–local enrolment application

Introduction

This criteria has been developed in consultation with the two school communities and is drawn from Departmental Guidelines 'Enrolment of Students in Government Schools August 1997'.

Legislative Context

The government school system in New South Wales exists to provide high quality education for all students. The Education Reform Act 1990 outlines the objects of education and the legal requirements for compulsory schooling.

In brief, the legislation requires students of compulsory school age to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided, or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

Our schools are committed to ensuring that all students are given the right to attend their local public high school. Both Moss Vale High School and Bowral High School offer quality educational opportunities for students. Both schools offer outstanding programs for students with an interest in the Academic, Leadership, Sporting and Cultural areas.

We support our local communities and work together to promote public education.

General Principles Governing Enrolment

- A student is considered to be enrolled when an enrolment form has been completed by one or both parents, the name is placed on the ERN system and the student presents for enrolment.
- A student can be enrolled in one school only, at any given time.
- Children are entitled to be enrolled at the public school that is the zoned designated area for their residence.
- Parents may seek enrolment at the school of their choice.
- School local areas are determined by the Department of Education and Communities through a process involving the Director, Public Schools NSW and the Properties Directorate.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school, if he or she chooses to attend it.
- Schools are required to have a written policy that states the grounds on which non-local enrolments will be accepted.
- The policy and criteria should be expressed in plain English and community languages, where necessary.
- It should be made clear what consideration will be given to each criterion.

The Principal will require proof of entitlement to be enrolled. The Principal will need to be satisfied as to the identity of the student and will require proof of address (ie rate notice, utilities account) where the name, address and residency details of the student can be determined.

Penalties may be applied if false information is provided. The Principal reserves the right to overturn the decision if false and misleading information is provided.

Discrimination in Enrolment

In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Enrolment Ceiling

Based on the permanent accommodation capacity of the each school an enrolment ceiling has been established.

- The enrolment ceiling for Moss Vale High School is 750 students
- The enrolment ceiling for Bowral High School is 875 students; 165 in year 7 depending on number of classes

Placement Panels

Where there is a request for a non-local enrolment, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The panel will comprise the principal, Deputy Principal, and one school community member nominated by the school's parent organisation. The panel will be chaired by the principal who will have a casting vote.

The development of criteria for the enrolment of non-local students will be the responsibility of the placement panel. The criteria will be consistent with the general principles governing enrolment stated above.

In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions. The decisions made by the placement panel must be made within the context of this enrolment policy.

The placement panel will record all decisions, and minutes of meetings are to be available, on request by the Director, Public Schools NSW.

Non-Local Enrolment Applications

- The school will consider non-local enrolments that will maintain the current school structures.
- Non- local enrolments will only be accepted in exceptional circumstances.
- Examples of such circumstances may include:
 - Structure and organisation of the school.
 - Out of Home Care students
 - Medical reasons

Non-local enrolment offers will be made after consideration of the above criteria. Where the above criteria do not distinguish between applications, offers will be made after an interview with the child and parent. Offers of non-local enrolment will be made by letter requiring the parent to notify the school of acceptance, or decline, within seven days. The principal will ensure that the established criteria are applied equitably to all applicants. The date of receipt of non-local applications will not be considered in the criteria for acceptance of non-local enrolment at the school.

Applications for non-local enrolments involving these exceptional circumstances will be considered on a case-by case basis. Parents should be aware that these circumstances may not guarantee an enrolment, and that both schools will access and use the student's past enrolment details to assist their decision-making.

Decisions regarding the non-local enrolment of students at the alternate local high school for which they do not reside in the specified enrolment area of their local high school will be made through a process involving effective communication between the respective schools.

Decisions regarding the non-local enrolment of students at the alternate local high school for which they do not reside in the specified enrolment area of their local high school area will be a decision made by the two Principals or their delegates.

Waiting Lists

Waiting lists will be established for non-local students if demands for placements exceed availability. Parents will be advised if their child is to be placed on a waiting list and will be notified in writing of their place on any waiting list that has been established. Waiting lists are 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. The principal will seek to resolve the matter. If the matter is not resolved at the local level the Director, Public Schools NSW will consider the appeal and make a determination.

This policy was developed by Peter Macbeth and Kim Paviour, May 2014.

Kim Paviour
Principal
Bowral High School

Peter Macbeth
Principal
Moss Vale High School

References: 'Enrolment of students in government schools' August 1997; The Education Reform Act 1990