



## LAKE MACQUARIE HIGH SCHOOL ENROLLMENT POLICY

LAKE MACQUARIE  
HIGH SCHOOL

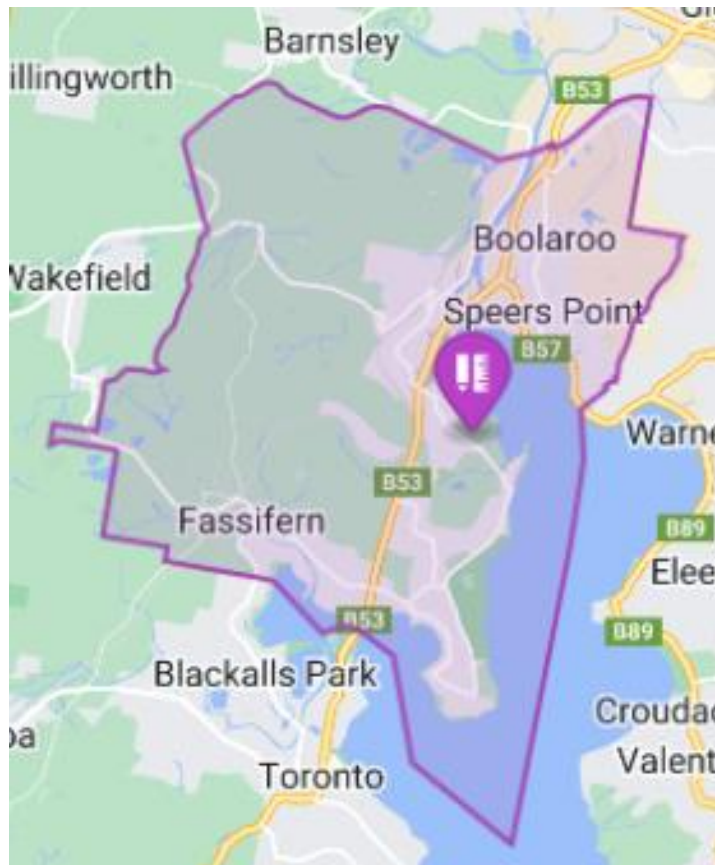
**Rationale:** Students will be enrolled into Lake Macquarie High School in accordance with the policy *Enrolment of Students in Government Schools (Revised 2021)*.

Persons residing in the school's designated intake area as determined by the Department of Education will be pre-enrolled. Persons not residing in the schools designated intake area as determined by the DoE are entitled to apply to be enrolled. These applications will be assessed by the school's Senior Executive that consists of the Principal and Deputy Principal's. Lake Macquarie High School will consider all applications as part of a transparent process and provide feedback to families in a timely manner.

**Purpose:** To develop clear guidelines for the enrolment of students at Lake Macquarie High School.

**Implementation:** In assessing the application, the Principal will consider only those matters presented on the application form and from formal discussion with enrolling parents/caregivers. All decisions will be made within the context of the agreed enrollment ceiling and the buffer retained for local students arriving later in the year. Where a person wished to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. If the matter is not resolved at the local level, the Director Educational Leadership (DEL) Public Schools will consider the appeal and decide on an outcome.

### Lake Macquarie High School Catchment Area



### Enrolment Ceilings (based on Facilities):

Year 7 – 140 Students

Year 8 – 140 Students

Year 9 – 140 Students

Year 10 – 140 Students

Year 11 and Year 12 – classes based on the curriculum requirement for each cohort.



**Enrolment Buffer:** An enrolment buffer of 10+ students shall apply in each of the Years 7 to 12. This buffer is to be maintained to accommodate local students arriving throughout the year.

Actual Enrolment 2021: 410 (Anticipated 2022: 450)

### **In-Zone Enrolment**

Lake Macquarie High School encourages all In-Zone enrollments from our Lake Macquarie Area Collegiate partner Primary Schools.

- Booragul Primary School
- Speers Point Primary School
- Teralba Primary School
- Fassifern Primary School
- Fennell Bay Primary School
- Boolaroo Primary School

For these Year 6 students, Lake Macquarie High School will be their local high school and will be automatically pre-enrolled. Please refer to diagram on front page for location details based on residential address.

Year 5 and 6 students each year are involved in our HeadStart Transition program to further support their transition to high school. Further details regarding this program are available by contacting the school.

**Criteria for Non-Local Enrolment applications:** The Principal considers and makes recommendation on all non-local enrollment applications and for when demand for non-local places exceeds availability. The Principal considers only those matters presented on the application form (not oral or other submissions) and documents the decisions.

Depending on the size of current student numbers, the Principal will determine that the student be:

- (i) Considered for enrolment or
- (ii) Advised to attend their local school or
- (iii) Placed onto a waiting list

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):

- subject availability (Stage 6)
- siblings already enrolled at the school
- medical reasons; disability
- safety and supervision of the student (or sibling) before and after school
- attendance patterns at previous school

Where enrolment is sought in specialist classes, non-local placement remains subject to the above criteria. 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:** These are lodged against a decision made by the Placement Panel 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 Public Schools for determination. Appeals are to determine whether the stated criteria of the school have been fairly applied.

## Enrolment Process:

### Required documentation

Parents are required to complete an Enrolment Expression of Interest form, available online at <https://education.nsw.gov.au/content/dam/main-education/going-to-a-public-school/media/documents/translated-documents-/moving-into-year-7/english-moving-into-year-7-EOI.pdf> . Every new enrolment must have;

- Original birth certificate, or passport, (VISA documentation if presenting from overseas).
- Other relevant documents, such as Court Order, AVO, OOHC etc
- Evidence of current residential address – invoices, rental agreement
- 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 Glendale Technology High School.
- Other reports, including NAPLAN (if available)
- Record of School Achievement documentation from Board of Studies must be provided if enrolling into Year 11 or 12.
- Any relevant medical information that requires a Health Care Plan or ASCIA Asthma Plan. These forms need to be completed and submitted prior to the commencement of the enrolment.
- Completion of all Lake Macquarie High School permission notes for social media, internet access etc.
- Details of existing School Based Traineeships that may affect attendance on specified days each week.

### Placement in Emotional Disorder (ED) or Multi Categorical Classes (MC)

Lake Macquarie High School also has three Emotional Disorder classes, four Multi Categorical classes and one Autism Support class where students are allocated based on the Access Request Process and placement by Panel at Regional level. These enrolments are often complex and require the additional information to the above list

- Full review of the Access Request and all associated documents by the Learning and Support Team prior to enrolment meeting
- Enrolling party must include all details of previous schools to be contacted. If child is in a form of care e.g. CJS placements, Samaritans, all parties involved need to present at the first enrolment meeting
- After the first enrolment meeting a Behaviour Support Plan and Risk Assessment will be developed by the LST and reviewed with staff.
- Second enrolment meeting will be to discuss the scaffolds and processes in place and to introduce the enrolling child to the learning space.

Where possible, students enrolled in our ED or MC class are entitled to access mainstream classes with support to enrich their learning.

### Enrolment Interview:

At the enrolment interview, the student's reports and other documents provided will be used as the basis for a discussion to determine appropriate class placement and subject selection. Selection of subjects will be subject to availability and finalised on the students first day.

- School procedures and routine (outlined in the Information Pack provided) will be discussed at the enrolment interview.
- Deputy Principal will record all information on Enrolment Interview Record and ask parent/carer to sign at the conclusion of the 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 guidelines.
- The Deputy Principal will explain the DoE procedures which must be followed, including the completion of the Application to Enrol in NSW Government School form and request for information from the previous school.
- Prior to the interview the Enrolment Officer 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 (using the RFI form) 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 circulated for staff consultation, **before enrolment is finalised**.
- If necessary, DoE personnel (student services, 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.
- Subjects requiring financial contributions to cover course costs are paid on enrolment. Payment plans can be arranged and/or student assistance provided.
- 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 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 Adviser is consulted concerning TAFE and VET courses.
- All forms must be returned to the School Administration Office and data entered before enrolment is finalised.
- SASS staff will establish a file, check documents (eg Transfer Certificate and Records Transfer) and up-date ERN files.
- Students are placed into a roll call group and appropriate classes by Deputy Principal in consultation with Head Teachers.

### First Day of Attendance:

The Deputy Principal will inform the Year Adviser of the student's starting date and notify all staff of the students details, including risk management plan which is required 24 hours before student commences. The Year Adviser will meet the student at the Front Office and arrange for another student to show her/him around the school.

- Student assisted by a buddy and shown around the school
- Head Teacher Administration issues a timetable.
- 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. An email will also be sent to staff advising of new enrolments and classes.
- The Deputy Principal will ensure that any issues are referred to the Year Adviser and, if necessary, the Learning Support Team, Careers Adviser, LAST, HT Student Services and Counsellor, so that students can be provided with appropriate support.



### **Enrolment of Students with a History of Violence: (Mainstream Enrolment)**


A risk assessment must be completed. This should involve all relevant information and the involvement of current school personnel who have experience with the student. A risk management plan developed, communicated to staff and staff allowed 24 hours to provide feedback. If Risk Management Plan is modified, amendments must be communicated to all staff. All strategies identified must be implemented as per the risk management plan. This may mean that the timeframe for enrolment will be longer than usual. If the school, via the risk assessment process, determines that the student is unable to be supported using the resources available, the Principal will decline enrolment and refer to the Director Public Schools.

This process is covered under the Enhanced Enrollment Procedures which allows schools 20 school days to develop plans and supports for students who have a history of violence and or complex behaviours/presentations.

### **Evaluation Process:**

This policy will be reviewed, and refined if necessary, in February 2024 by Brendan Maher

This policy was last ratified by LMHS executive and P&C in February 2022

Year/Date	Principal signature	Review Date
21/02/2023		01/02/2024



## Lake Macquarie High School Application for "Out of Zone" Enrolment

### Parent Carers Declaration

I seek out of zone enrolment for my child \_\_\_\_\_ at Lake Macquarie High School. I give permission for the Enrolment Committee to seek any additional information necessary from my child's current or previous schools.

Parent Carer Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Parent Carer Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**Please Note:** This application must be accompanied by any relevant documentation and must, where possible be endorsed by the student's current school Principal. The Enrolment Committee reserves the right to contact the student's current school to seek further information if necessary.

### STUDENT DETAILS

Full Name: \_\_\_\_\_ Date of Birth: \_\_/\_\_/\_\_

Address: \_\_\_\_\_

Current School: \_\_\_\_\_ Year: 7 8 9 10 11 12

### FAMILY DETAILS

Parent/Caregiver Names: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Address: \_\_\_\_\_



**REASON FOR REQUESTING OUT OF ZONE ENROLMENT.**

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

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Parent Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Your child's current Principal must provide written recommendation to accompany this application. The Principal's recommendation should be made on the attached sheet and should be emailed to Brendan Maher, Lake Macquarie HS Principal  
Any application which is not accompanied by the current Principal's recommendation will normally not be considered by the Committee. Forward applications to:

Enrolment Committee  
Lake Macquarie High School  
16 Marmong St  
Booragul NSW 2284



## CURRENT PRINCIPALS ENDORSEMENT /RECOMMENDATION

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_

Current School: \_\_\_\_\_

Year: 7 8 9 10 11 12  
(please circle)

### PRINCIPAL'S RECOMMENDATION

*Please tick*

- I support this application for "out of zone" enrolment.
- I do not support this application for "out of zone" enrolment.

### REASONS PROVIDED

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Principal's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_