



Glendale Technology High School

Enrolment Policy

Rationale

Students will be enrolled into Glendale Technology High School in accordance with the Education Act and public school enrolment policy [Enrolment of students in government schools](#).

Persons residing in the school's designated intake area as determined by the Department of Education are entitled to be enrolled. Persons not residing in the schools designated intake area as determined by the Department, are entitled to apply to be enrolled. These applications will be assessed by the school's placement panel which shall consist of the Principal, a Deputy Principal and a nominated community member.

Purpose

To develop clear guidelines for the enrolment of students at Glendale Technology High School.

Implementation

In assessing the application, the panel will consider only those matters presented on the application form and not oral or other submissions. All decisions will be made within the context of the agreed enrolment 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 will consider the appeal and make a determination.

Enrolment Ceilings (based on Facilities)

Class sizes should not exceed that figure which has been agreed to by the Department and the NSW Teachers Federation.

Year 7	210 students	7 English classes
Year 8	210 students	7 English classes
Year 9	210 students	7 English classes
Year 10	210 students	7 English classes
Year 11	144 students	6 English classes
Year 12	144 students	6 English Class

Enrolment Ceiling (2015 updated)

Year 7	150 students	5 English classes
Year 8	150 students	5 English classes
Year 9	180 students	6 English classes
Year 10	180 students	6 English classes
Year 11	144 students	6 English classes
Year 12	144 students	6 English Class

Enrolment Buffer

An enrolment buffer of 15 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.

Criteria for Non-Local Enrolment applications

The placement panel considers and makes recommendations on all non-local enrolment applications and exists for when demand for non-local places exceeds availability. The placement panel comprises the Principal and at least one staff member (*Deputy Principal*) and or one school

community member nominated by the P&C. The Principal is the chairperson and has the casting vote. The placement panel considers only those matters presented on the application form (*not oral or other submissions*) and documents its decisions.

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

1. Considered for enrolment *or*
2. Advised to attend their local school *or*
3. 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

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 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.

Enrolment Process

Required Documentation

Parents are required to complete an online enrolment application located on the school website [Enrolment - Glendale Technology High School](#). Every new enrolment must have:

- Original birth certificate, or passport (visa documentation if presenting from overseas)
- Other relevant documents, such as court orders, AVOs etc
- Evidence of residential address
- School reports, including the most recent. If lost, arrangements need to be made by the parents/carers with the former school to have these emailed so they can present to Glendale Technology High School
- Other reports including NAPLAN, ESSA (if available)
- Record of school achievement documentation from Board of Studies must be provided if enrolling into Year 11 or 12
- Notice of assessment from Intensive English Centre (if recently arrived in Australia). Administration staff will advise parents/carers on arranging an appointment for this assessment.

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 [Enrolment of temporary residents procedures](#)
- The Deputy Principal will explain the Departments procedures which must be followed, including the completion of the online enrolment application 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 Assessment Plan will be prepared and circulated for staff consultation, **before enrolment is finalised**.
- If necessary, Departmental personnel (student services, learning support) will be contacted regarding additional support required. Any health issues (Anaphylaxis, diabetes) must be addressed during the enrolment process.
- Subjects requiring financial contributions to cover course costs are paid on enrolment. Payment plans can be arranged and/or student assistance required.
- 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 Advisor is consulted concerning TAFE and VET courses.
- All forms must be returned to the School Administration Office and data entered/updated before enrolment is finalised.
- Administration Support Staff will establish a file, check documents (transfer certificates/record transfers) and update ERN files.
- Students are placed into a roll group and appropriate classes by Deputy Principal in consultation with Head Teachers.

First Day of Attendance

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

- Students assisted by a buddy and shown around the school
- Enrolment officer will take photo and upload to Sentral
- Deputy Principal 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 Advisor and, if necessary, the Learning Support Team, Careers Advisor, HT Student Services and Counsellor, so that students can be provided with appropriate support

Enrolment of Students with a History of Violence

A risk assessment plan must be completed. This should involve all relevant information and the involvement of current school personnel who have experience with the students. A risk assessment plan developed, communicated to staff and staff allowed 24 hours to provide feedback. If Risk Assessment Plan is modified, amendments must be communicated to all staff. All strategies identified must be implemented as per the risk assessment plan. This may mean that the timeframe or 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 Education Leadership.

Version Control

Version	Authors	Date
1.0		