

# ENROLMENT

## Policy date:

Monday, 19<sup>th</sup> February 2018

## Context:

Students are entitled to be enrolled in their designated government school (their local school).

All schools are required to have clear guidelines about the process on which non-local enrolments will be accepted. These guidelines must be available to parents and those seeking enrolment at the school. The processes used to decide whether or not a non-local enrolment request can be accommodated must be open and transparent.

No student requesting enrolment is to be discriminated against on the grounds of race, age, religion, ethnicity, disability, sexual preference or marital status.

This **Enrolment policy** outlines the process and guidelines applicable for the placement of students at The Jannali High School in Years 7-12 and includes:

- Local enrolments;
- Out-of-area enrolments;
- Gifted & Talented class placements; and
- Creative and Performing Arts (CAPA) ensemble placements.

## **Enrolment ceilings and buffers**

An enrolment ceiling is necessary to cater for local community needs.

Within the enrolment ceiling, it is anticipated that a buffer of 10 places will be maintained in each year group to accommodate for local students arriving throughout the year.

Places in the buffer will not be offered to non-local students unless approved by the Principal due to special circumstances.

All out-of-area applications will all go before the appropriate Placement Panel.

In 2018 student numbers (including the buffer) will be set at:

- Year 7 ..... 220 students
- Year 8 ..... 170 students
- Year 9 ..... 190 students
- Year 10 ..... 140 students
- Year 11 ..... 80 students
- Year 12 ..... 100 students

## **Enrolment placement panel**

The Placement Panel will meet to consider and make recommendations on the potential enrolment of all non-local enrolment applications. For complex enrolment applications, which may involve contact with other agencies, the Principal, chair of the WH&S committee and the School Counsellor will meet to consider any information related to a possible WH&S risk associated with the enrolment. Where necessary, the Principal will seek further advice from Educational Services, the District Guidance Officer (DGO) and any other agencies involved with the student seeking enrolment.

### **Year 6 into Year 7 enrolment applications**

The Placement Panel consists of the Principal, the Deputy Principal responsible for the relevant year group, the incoming Year 7 Adviser, a representative nominated by the P&C and an administration staff member.

### **Applications for enrolment into Years 8 – 12, and Year 7 after the commencement of the school year**

The Placement Panel consists of the Principal, the Deputy Principal responsible for the relevant year group, the relevant Year Adviser and where necessary, the chairperson of the WH&S committee.

### **Required documentation**

1. Proof of address in the name of parent/carer from at least two (2) different sources. These could include a rates notice, rental agreement, electricity bill or a gas bill.
2. Original birth certificate or passport and other relevant documents such as Family Court Orders.
3. At least two (2) recent academic school reports.
4. Temporary visa holders and International students need an “Authority to Enrol form” provided by the Department of Education (DoE) before enrolment can take place.
5. Where a parent/carer claims that the student lives with a guardian (other than a parent) in area, we require a Statutory Declaration indicating who is the legal guardian.

Note: A risk assessment and information form will be sent to the previous school for review before the enrolment is finalised.

### **Local enrolment applications**

Families must live in the Department of Education (DoE) local boundaries to be considered ‘local students’. The boundary for the local intake area is illustrated in the map provided at the end of this document.

An enrolment interview is required with the Principal or Deputy Principal to discuss the school’s values, educational philosophy and other expectations, the student’s learning needs and history, extra-curricula programs and school organisation.

Once a student has been accepted, all forms will need to be returned to the school, a school uniform purchased and a portion of the school contributions and subject contributions paid. *A date for the commencement of the enrolment will be advised once the proof of clearance from the previous school is provided.*

### **Out-of-Area enrolment applications**

Students residing outside of the local in-take area may be considered for enrolment depending on current student numbers and available space based on the enrolment ceiling. The school’s enrolment Placement Panel will meet to consider applications from students residing out of the local in-take area.

An enrolment interview is required with the Principal or Deputy Principal to discuss the school’s values, educational philosophy and other expectations, the student’s learning needs and history, extra-curricula programs and school organisation.

Once a student has been accepted, all forms will need to be returned to the school, a school uniform purchased and a portion of the school contributions and subject contributions paid. *A date for the commencement of the enrolment will be advised once the proof of clearance from the previous school is provided.*

## **Enrolment criteria**

The Placement Panel will take into account the need for gender balance, appropriate academic aptitude and areas of student achievement.

Consideration will be given to the following areas (not listed in priority):

- Sibling preference, if the student applying for enrolment has a sibling already enrolled at the school.
- For Year 7 placements, whether the student was enrolled at an in-area primary school (Bonnet Bay, Como, Como West, Jannali East, Jannali, Loftus, Oyster Bay, Sutherland North, Sutherland or Woronora River Public Schools) in Year 6.
- Prior school performance reflecting The Jannali High School values related to effort and achievement, including talents and abilities which support the focus and special programs offered by the school.
- Demonstrated behaviour and attitudes which reflect the C.A.R.E. (cooperate, achieve, respect, engage) values and expectations of the school.
- Availability of curriculum or subject combinations – Years 8-10.
- Structure and organisation of the school – Years 8-10.
- Special welfare or compassionate consideration based on the student's circumstances that are supported by the applicant's current School Counsellor and endorsed by the applicant's current School Principal and/or Director, Public Schools.

There is no implied order established by this list of criteria. A holistic approach, based on the individual's application, will form the basis of assessment by the Placement Panel where places are available.

Applications for out-of-area enrolment may include additional information such as merit certificates and comments from the applicant's current school Principal.

Progress of an out-of-area enrolment application for consideration by the Placement Panel will be contingent on the interview conducted by the Principal or Deputy Principal with the applicant and the applicant's parent/carer.

## **Gifted & Talented class placements**

The Jannali High School has an academically selected gifted and talented class in both Year 7 and Year 8 for students who have a commitment to individualising learning, an interest in developing their creative talents and an ability to develop higher order problem solving skills. Only teachers already qualified or currently undertaking professional learning / mentoring in Gifted Education teach these classes.

Initially, placement in the Year 7 G&T class is determined by participation in The Jannali High School's extension test (coordinated by the University of NSW), run towards the end of Term 1 whilst students are in Year 6.

Where a student wishes to make written application to enrol in the Gifted & Talented class (in either Year 7 or 8), other than via the extension test, a Placement Panel will be formed to consider the enrolment. This panel will consist of the Principal, the Deputy Principal responsible for the relevant year group and the Head Teacher responsible for coordinating the school's G&T program.

Subject to available places in the G&T class sought, the Placement Panel will consider the merits of the application, which needs to include:

- Copies of Year 5 NAPLAN results
- Semester 2 Year 5 School Report
- Semester 1 Year 6 School Report (if available)
- Other academic involvement (e.g. external competitions)

In addition to their written application, applicants will need to address the school's enrolment criteria.

### **Creative and Performing Arts (CAPA) ensemble placements**

The Jannali High School has a long tradition of engagement and success in the area of the creative and performing arts and has developed a whole-school ensemble performance program. Students are able to apply for special consideration to be enrolled in the school, based on a successful application for the Creative and Performing Arts ensemble program, including Dance, Drama, Music (vocal and band) and Visual Arts.

The Placement Panel for the Creative and Performing Arts ensemble program consists of the Principal, the Deputy Principal responsible for the relevant year group, the Head Teacher Creative and Performing Arts and a classroom teacher responsible for the strand of the student audition.

Students applying for enrolment in the Creative and Performing Arts ensemble program (including Dance, Drama, Music (vocal and band) and Visual Arts) are required to complete the appropriate application form and undertake a formal audition. The Head Teacher Creative and Performing Arts and another teacher with expertise in the relevant curriculum area will conduct the audition at The Jannali High School or an alternate suitable venue. In addition to their written application and audition, applicants will need to address the school's enrolment criteria.

### **Waiting list**

A waiting list for out-of-area applicants will be maintained for a period of one (1) calendar year. The size of this list will reflect realistic expectations of potential vacancies. Parents / carers will be advised in writing if their child is to be placed on a waiting list. For Year 6 into Year 7 applications – where no non-local places are available, the Principal will establish a waiting list for up to 10 students.

### **Appeals**

Where a parent / carer wishes to appeal against the decision of the Placement Panel, the appeal should be made in writing to the Principal. Where required, the Principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter. If the matter is not resolved at the school level, the Director, Public Schools, will be asked to consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

### **Additional information**

This policy needs to be read in conjunction with the Department of Education (DoE) 'Enrolments of Students in Government schools: a summary and consolidation' (1997) policy document.

### **Out of Area application form**

See attached

### **Intake zone / boundary map**

See attached

THE JANNALI HIGH SCHOOL

*the place to succeed'*



**Please return to:**

The Enrolment Officer  
The Jannali High School  
Sutherland Road, JANNALI, 2226

| jannali-h.school@det.nsw.edu.au

| 9521 2805

| 9545 1175

## OUT OF AREA APPLICATION FORM

The Jannali High School is a comprehensive, co-educational high school with a record of fostering academic excellence in a supportive environment.

Many parents who live out of area have requested enrolment for their child at the school. We will endeavour to cater for all of these requests. However, like any school, there is a maximum number we can accommodate.

In order for us to allow for students from locations out of area (or students from private schools), we ask you to take a few minutes to fill in some information on your child. This information will help in the placement of your child. A placement committee will make decisions on out of area applications. This information, whilst purely voluntary, would be very useful to support this process.

All applications are expected to directly address the 'Enrolment Criteria' published on pages 2-3 of the school's Enrolment Policy available on the TJHS website.

**CLOSING DATE: 7 May 2018 for Year 7 applications**

### STUDENT and FAMILY DETAILS

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Student's Surname

First Name

Date of Birth

 /  / 

Gender

 M /  F

Address

Telephone

(H)

(M)

Daytime

Parent's Family Name

Parent's Email

Current Primary School

Designated local High School



# The Jannali High School Intake Zone

