



Policy date:

Monday, 29 March 2021

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;
- Extension class placements; and
- Creative and Performing Arts (CAPA) ensemble placements.

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. Families will be asked to complete the 100 point residential check to verify that the student being presented for enrolment lives within the intake area. See website for full list of approved documents.
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 the legal guardian is.

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/s 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 (in 2021), 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.

Extension 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 Extension class is determined by participation in The Jannali High School's extension test (coordinated by the University of NSW), whilst students are in Year 6.

Where a student wishes to make written application to enrol in the Extension 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 Extension & High Potential program.

Subject to available places in the Extension class, 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, in Dance and Drama.

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.

Students applying for enrolment in the Creative and Performing Arts ensemble program (including Dance and Drama) 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 maps on following pages. Local intake areas for The Jannali High School and Engadine High School will change in 2023 but if families wish to use the arrangement for their children commencing Year 7 in 2022, they can.



**THE JANNALI
HIGH SCHOOL**
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OUT OF AREA APPLICATION FORM

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

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.

STUDENT and FAMILY DETAILS

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

Please indicate in order your first 3 preferences for high school placement. You must include any selective or private schools you are applying to:

1. 2. 3.

The Jannali High School Non-local Placement Criteria – please tick the relevant boxes below. <i>If ticking yes to any question then please provide more detail in Section C on the EOI Placement Form</i>		
In Year 6 at a partner primary school of The Jannali High School	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Brothers/Sisters currently attending The Jannali High School	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Special interests and abilities in activities nurtured within the school – including sport, music/band, dance/drama, leadership experiences, computer use and outdoor education programs	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Compassionate or family circumstances – these include medical reasons, travel considerations, maintaining friendships, etc.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, please provide details of these circumstances:</i>		

Prior school performance reflecting The Jannali High School’s values related to behaviour, effort and achievement.

(Note: You are required to provide a copy of your child's most recent academic report and evidence to support this criteria such as certificates, NAPLAN report etc.)

Demonstrates the C.A.R.E. values and expectations of TJHS.

C ooperate	
A chieve	
R espect	
E ngage	

Primary Principal Endorsement:

The Jannali High School

Intake Zone for 2022 / 2023 onwards

