



KOGARAH HIGH SCHOOL

ENROLMENT POLICY

The NSW Department of Education (DoE) requires that schools have an enrolment policy which aligns with its policies and procedures. The DoE enrolment policy states:

- Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend
- Parents may seek to enrol their child in the school of their choice
- A school will establish an enrolment ceiling, and within this number a buffer, to accommodate local students who move into the area during the year
- A placement panel will consider and make recommendations for any non-local enrolment applications
- A school's enrolment policy should make clear the grounds on which non-local applicants will be considered

1. Local Area enrolment applications

This is determined by the DoE. The local area map is available on our website.

Enrolment numbers

Our school plans for an anticipated enrolment number based on available accommodation (learning spaces). For 2019, this is 6 classes in Year 7. The school has set an enrolment 'buffer' for local students who move into the area throughout the year, including those exiting from local Intensive English Centres.

Documentation for enrolment applications

Documentation required for proof of address prior to enrolment includes current or recent Council Rates, Tenancy/Rental agreement, Electricity and Water Bill. Two forms of proof of address is required. The Principal or delegate may seek additional information to determine proof of address. Other documentation for enrolment (such as Birth Certificate) will be explained to parents on application.

2. Non-local enrolment applications

Parents seeking enrolment at Kogarah High School as a 'non-local' need to complete an *Application to Enrol in a NSW Government School or Expression of Interest Form for Placement in a NSW Secondary School (Year 6)*. As much information as possible should be provided to support the application and may include copies of school reports, certificates, reasons for compassionate grounds, etc.

Decisions made by the placement panel will consider the enrolment ceiling and buffer retained for local students. They will also look at each of the criteria below.

- Applicants with siblings currently at the school
- Students seeking a co-educational school, where the local school is single-sex
- Access to specific subjects offered at the school (Year 11 and Year 12)
- Commitment to academic excellence and personal best, as evidenced in documentation provided (school reports)
- Demonstrated preparedness to meet the school's Positive Behaviours for Learning expectations and school uniform code

Offers of non-local area placements

Parents will be advised in writing of the placement panel's decision to accept or decline an enrolment for a non-local applicant. Where a parent wishes to appeal against the decision of the panel, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter, and if unable to do so, the matter will be forwarded to the Director, Educational Leadership.

3. Refusal of enrolment

The Principal may refuse the enrolment of a student due to previously documented violent behaviour.

In accordance with the Education Act, the enrolment of a student may be terminated if the student was enrolled as a result of false information or false documentation provided.

More Information can be found at:

<http://www.schools.nsw.edu.au/gotoschool/enrolment/high-school.php>