



Arthur Phillip High School

# ENROLMENT

# 2018

Last Revision

Date: February 2018

By: L. Claus

## Rationale

This school's local area is determined by the NSW Department of Education – Western Sydney Region (DoE).

In accordance with the Education Reform Act 1990 this school will seek to ensure that every eligible local child will have a place at Arthur Phillip High School if he or she chooses to enrol here.

## Enrolment Ceiling and Enrolment Buffer

Arthur Phillip High School maintains an enrolment ceiling, based on available permanent accommodation and total numbers in each year group. Within the enrolment ceiling, a buffer of at least 10 will be maintained in each year group to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students.

## Placement Panel

The placement panel will consider and make recommendations on all non-local enrolment applications.

**Year 6 into Year 7 enrolment applications:** The Placement Panel consists of the Principal, one staff member (the Primary School Liaison or the incoming Year 7 Adviser) and one school community member. The Principal is the chairperson and has the casting vote.

**Applications for enrolment into Years 8-12, and Year 7 after the commencement of the school year:** The panel consists of the Principal, the Stage Deputy Principal, and a representative nominated by the community. The panel is chaired by the Principal, who has a casting vote.

The decisions made by the placement panel are made within the context of the enrolment ceiling and the buffer retained for local students arriving later in the year. The placement panel records all decisions, and minutes of meetings will be available on request.

## Criteria for Non-local Enrolment Applications

Criteria for selecting amongst non-local enrolment applications will be made available, in advance, to parents who are interested in enrolling their children.

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):

- proximity and access to the school
- siblings already enrolled at the school
- safety and supervision of the student (or sibling) before and after school
- availability of subjects or combinations of subjects to suit the needs/talents of students
- clearly outlined compassionate circumstances
- curriculum offerings of APHS to extend the special aptitudes of students
- cultural achievements
- sporting achievements
- civic and citizenship achievements
- physical, emotional and medical needs relate to a student's wellbeing
- attendance at feeder primary schools in local area

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.

## Waiting List

A waiting list may be established for non-local students. Parents/carers will

be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list will reflect realistic expectations of potential vacancies. No waiting list will be maintained if there is no realistic potential for vacancies. The waiting list is current for one year.

**Year 6 into Year 7 applications:** Where no non-local places are available a waiting list for 10 students will be established by the Principal. This will be current for one year.

### **Non-local placement Years 8-12 (inclusive)**

Upon receipt of the application for a non-local placement the principal will:

- review the application in relation to the criteria for enrolment
- consult with the Stage Deputy Principal in relation to the school's curriculum and vacancies available
- based on all available information and with regard to available space/s in classes, the principal will recommend an interview or decline the application
- successful applicants will be interviewed for possible placement by the principal.

### **Enrolment of Students with Special Needs**

- Enrolment of students with special learning needs will be undertaken in collaboration with parents, carers, school and appropriate DoE personnel to consider the full range of options to meet the students learning needs. Note placement in our Support Unit classes is managed by the Student Services placement panel.
- Enrolment of students with disabilities will be considered after input from parents, school staff, appropriate DoE personnel and other professionals in line with the policy, ("Enrolment of Children with Disabilities" Memorandum 88/107).

## **Enrolment of Non-Australian Citizens**

- Non-Australian students must hold a visa and may be enrolled under conditions set out in the booklet “Conditions for Enrolment of Non-Australian Citizens in NSW Government Schools”. Temporary residents may be enrolled for the period specified on the visa. International students studying in NSW may enrol their school aged dependents. Students on a Visitor’s Visa may enrol for a maximum of three months, but must arrange their enrolment through the International Student Centre.

## **Short Term and Part Time Attendance**

- For a variety of reasons a student may be enrolled for a short time at school. The students will remain enrolled at the home school and the host school will send a record of attendance to the home school at the end of the stay or at the end of each term. When a student is attending a specialised program at another school, such as classes for behaviour or emotional disorder or a hospital school, he /she will remain enrolled at the home school.

## **Appeals**

Where a parent 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 local level the Director Educational Leadership, will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

## Local Enrolment Applications

When parents/carers of students applying for enrolment contact the school by telephone or in person, the Front Office staff will complete an Enrolment Request form. If they are able to present proof of address within the school's local enrolment area, they will be provided with an enrolment package, which includes advice on other required documentation. Proof of address within our local area requires 100point identification (please see list attached).

The Enrolment Request form for any local applicant, an interview will be arranged as soon as possible.

## Non-Local Enrolment Applications

Depending on current student numbers, the Placement Panel (Principal, Stage DP, and Community Representative) will determine that the student be:

- considered for enrolment or
- advised to attend their local school or
- placed onto the waiting list

If the student is to be considered for placement, the Enrolment Officer will arrange an appointment as soon as possible. The parent/carer will be provided with the enrolment package at this interview.

## Required Documentation

Every new enrolment must have:

- Original birth certificate or passport.
- Notice of assessment from the Intensive English Centre (if recently arrived in Australia). Front Office staff will advise parents/carers on arranging an appointment for this assessment.
- Other relevant documents, such as Court Order, AVO, etc.

- 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 Arthur Phillip High School.
- Other reports, including NAPLAN, BST (if available)
- The name, position and telephone number of a contact staff member from their former school (a preferred person of recommendation).
- Completed Application to enrol in a NSW Government school form (provided in the school enrolment package).
- Clearance forms from the previous school must be provided before enrolment is finalised (although students will not be able to provide a transfer certificate until after they have been offered a place at APHS).

## The Enrolment Process

- At the enrolment interview, the student's reports and other documents provided will be used as the basis for a discussion of appropriate class placement and subject selection. Selection of subjects will be subject to availability. The Principal will then use the school form to check with Stage DP regarding class placement for junior students.
- School procedures and routines (outlined in the Student Book provided) will be discussed at the enrolment 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 conditions set by the Department of Immigration and Multicultural Affairs (DIMA).
- The Enrolment Officer will explain the DoE procedures which must be followed, including the completion of the Application to enrol in a NSW Government School form and request for information from the previous school.
- The Enrolment Officer will send the Request for Information form (Background Check) to the student's previous school to check on any history of violent behaviour or learning support needs. The Enrolment Officer will contact non-government schools directly 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 discussed at the first available staff meeting, before enrolment is finalised.

- If necessary, DoE personnel (student welfare, learning support) will be contacted regarding additional support required. Any health issues (e.g. anaphylaxis, diabetes) must be addressed by the development of a personal health care plan before enrolment.
- All forms must be returned to the School Administration Office and data entered before a timetable can be generated. In general, the enrolment process will require 2-3 days for completion (dependent on prompt return of information by previous schools).
- SASS staff will establish a file, check documents (e.g. Transfer Certificate and Records Transfer) and update ERN and student files.

## **The First day of School**

- The Enrolment Officer will inform one of the Year Advisers and Stage DP of the student's starting date. The Year Adviser will meet the student at the Front Office and arrange for another student to show her/him around the school.
- 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. A personalised school timetable is proof of enrolment at Arthur Phillip High School.
- The Deputy Principal will ensure that any known issues are referred to the Year Adviser and, if necessary, the Learning Support Team, Careers Adviser, LaST, Counsellor or Welfare Team, so that students can be provided with appropriate support.

# Arthur Phillip High School



## Expression of Interest for Enrolment

This is an **Application for Consideration of Enrolment Form** and should be submitted at the school office. At the time of submission, we need to **sight original documentation** and be **provided with a photocopy** of each of the submitted documents.

Calendar Year for Enrolment:	2018	2019	2020			
Student Name:						
Date of Birth:			Age at time of Application:			
Gender:	Male	Female				
Academic Year:	7	8	9	10	11	12
Parent/Guardian Name:			Relationship to Applicant:			
Address of Applicant:	Street:					
	Suburb:					
	Postcode:					
Contact Information:	Home:			Work:		
	Mobile:					
Current School/IEC/College:						
Electives currently studying: (Years 9 – 12 only)						

Name/s of any family/extended family members currently enrolled at APHS:		
Name and school of any children NOT enrolled at APHS:		
Reasons for seeking enrolment at APHS: (You may attach additional supporting information)		
Enrolment:	<input type="radio"/> Local Enrolment	<input type="radio"/> Non-Local Enrolment

Please provide **originals** of the following documents for verification to the school and **attach photocopies of the original documents to this application.**

Evidence of Citizenship Status  Attach a copy of ONE of the following documents.	<input type="radio"/> Passport	<input type="radio"/> Birth Certificate
	<input type="radio"/> Visa 485 500 457 050 790	<input type="radio"/> Immicard
	<input type="radio"/> Travel Document	

A **local student** resides within the designated local area (You can check your address on **School Finder**. Applicants residing in the local intake area are required to submit **100 Point Identification of Residential Address**. All documents **MUST** be in the name of the enrolling parent/legal guardian. At least ONE Category A and ONE Category B documents are required. All documents must be current (in the last 3 months).

Category	Documentation	Points
<b>Category A</b>	Utility Account: <ul style="list-style-type: none"> <li><input type="radio"/> Electricity</li> <li><input type="radio"/> Gas</li> <li><input type="radio"/> Water</li> </ul>	

50 Points	<ul style="list-style-type: none"> <li>○ Telephone (landline only)</li> <li>○ Council Rates Notice</li> <li>○ Residential Lease Agreement</li> </ul>	
<b>Category B</b> 30 Points	<ul style="list-style-type: none"> <li>○ Australian Tax Office PAYG Summary</li> <li>○ Electoral Roll Registration</li> <li>○ Centrelink Statement/Centrelink Card</li> <li>○ Medicare Statement</li> <li>○ Insurance – Home and Contents</li> <li>○ Proof of Employment/payslip with address</li> </ul>	
<b>Category C</b> 10 Points	<ul style="list-style-type: none"> <li>○ Statutory Declaration</li> <li>○ Post Office mail Redirection</li> <li>○ Car Registration</li> </ul>	
<p>Please note that we do not accept drivers licence, mobile phone statement or bank statements as proof of residency.</p>		

<p><b>Please attach photocopies of the following documents to this form:</b></p>
<ul style="list-style-type: none"> <li>○ Recent School Report /Exit Report from IEC</li> <li>○ Medicare Card/Health Care Card</li> <li>○ NAPLAN Results</li> </ul>
<p>The Principal and the Placement Panel will consider all <b>non-local applicants</b> and will recommend an interview or decline an application based on available information, student achievement, school's curriculum and vacancies. Successful applicants will be interviewed by the Deputy of that year group for a possible placement.</p>

Parent/Guardian Signature:	Date:
<b>Office Only</b> Previously Applied:    YES      NO      Date:	