



Revised: March 2015

ENROLMENT POLICY

General:

A child is entitled to enrol at Keira High School (KHS) if that child's home is situated in this school's designated intake area (and if the child is eligible to enrol following an acceptable risk assessment).

For non-local placement, the criteria, outlined below, will be considered in relation to each student's application documentation, enrolment ceilings and the availability of appropriate welfare and teaching staff at KHS.

For students seeking to transfer from another school, a pre-enrolment risk assessment will be carried out.

Primary Criteria:

- Availability of appropriate staff and permanent classroom accommodation; (a buffer of 10 in each year group is allocated to accommodate potential local enrolments);
- Capacity of the KHS Welfare/Discipline system to cater adequately for behavioural needs;
- Attitude to schooling and learning;
- Motivation / interest in extra-curricula activities;
- Performance reflecting ability;
- Acceptable outcomes of a risk assessment.

The following additional criteria may be considered.

Additional Criteria:

- Siblings already enrolled;
- Student enrolled in one of our partner Primary Schools:

Keira Community of Schools

Balgownie Primary School

Fairy Meadow Demonstration School

Mount Pleasant Primary School

Coniston Primary School

Mount Ousley Primary School

Wollongong Primary School

- Structure, curriculum and organisation of KHS;
- Proximity and access to KHS;
- Special interests and abilities;
- Medical reasons;
- Safety and supervision before and after school;
- Other compassionate circumstances.

Parent /Student Interviews:

The Principal will interview the student seeking enrolment in the presence of a parent/caregiver. This will occur prior to a final decision being made. Parents/caregivers must provide appropriate documentation upon request including recent school reports.

Proof of residency:

The onus will be on parents/caregivers to provide, upon request, at least three original proofs of residency which could include utility bills, lease agreements or council rate notices. The school must be satisfied beyond doubt of residency before an enrolment application can proceed.

Year 7 Enrolments:

Year 7 enrolments are subject to the same criteria and requirements as above.

In addition, a Year 7 Placement Panel, consisting of the Principal, Deputy Principals, an elected teachers' representative and a parent nominated by the P&C, will be established to make recommendations on all non-local enrolment applications. The Principal will chair the panel and will exercise a casting vote. Other staff, when appropriate, may be co-opted by the panel for advice but without voting rights. The office SAO will provide clerical support for the panel.

Following placement decisions:

Following the panel's placement decision meeting, the Principal will:

- Write to parents advising if their request for Choice 1 non-local placement was successful or not.
- Advise parents/caregivers whomay then be asked to respond by telephone or return slip to the offer of a place within three (3) days;
- Notify the primary principal of the outcome of Choice 1 non-local placement application;
- Send the copy of the choice form to the Choice 2 non-local school, if applicable. This will occur even if the student has been placed on a waiting list for KHS;
- Create a waiting list and advise parents/caregivers if a child has been placed on it.

Appeals:

The purpose of the appeal is to determine whether the stated criteria in the school policy have been considered when determining the placement. When a parent/caregiver wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter.

If the matter is not resolved at the local level, the Director of Public Education, after consultingthe Principal as necessary, will consider the appeal and make a determination.

Enrolment in the Support Unit:

Enrolment in the Keira HS Special Education Unitwill occur after a student meets the D.E.C. criteria for placement in the Special Education Unit and subject to a satisfactory risk assessment.

Evaluation:

The KHS community will regularly review the policy.