



## ENROLMENT POLICY BERKELEY VALE CAMPUS

### Rationale:

Students will be enrolled into Berkeley Vale Campus in accordance with the policy *Enrolment of Students in Government School*.

Persons residing in the school's designated intake area as determined by the DoE are entitled to be enrolled.

Persons not residing in the school's designated intake area as determined by the DoE are entitled to apply to be enrolled. These applications will be assessed by the school's placement panel which shall consist of the Principal, a Deputy Principal and a nominated community member.

### Aims:

To develop clear guidelines for the enrolment of students at Berkeley Vale Campus

### Implementation:

In assessing the application, the panel will consider only those matters presented on the application form and not oral or other submissions. All decisions will be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year.

Where a person wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. If the matter is not resolved at the local level, the Director Wyong Network will consider the appeal and make a determination.

### **Enrolment Ceiling: Based on Facilities**

***46 rooms are available for classes (36 rooms of 30 capacity and 10 rooms of 24 capacity)***

Year 7	210 students	7 Core classes
Year 8	210 students	7 Core classes
Year 9	180 students	6 Core classes
Year 10	180 students	6 Core classes
<b>TOTAL</b>	<b>780</b>	<b>26 Core Classes</b>

### Enrolment Ceiling: 2020 (30.01.20)

Year 7	210 students	7 Core classes	Class sizes should not exceed that figure which has been agreed to by the DoE and the NSW Teachers Federation.
Year 8	210 students	7 Core classes	
Year 9	210 students	7 Core classes	
Year 10	180 students	6 Core classes	

#### Enrolment Buffer

An enrolment buffer of 10 students shall apply in each of the Years 7 to 10. This buffer is to be maintained to accommodate local students arriving throughout the year.

#### Criteria for Non-Local Enrolment applications:

##### Placement Panel

The Placement Panel considers and makes recommendations on all non-local enrolment applications and exists for when demand for non-local places exceeds availability.

The Placement Panel comprises the Principal, one staff member (Deputy Principal) and one school community member nominated by the P & C. The Principal is the chairperson and has the casting vote.

The development of the criteria for the enrolment of non-local students is the responsibility of the Placement Panel.

The Placement Panel considers only those matters presented on the application form (not oral or other submissions) and documents its decisions.

Depending on the size of current student numbers, the Principal will determine that the student be:

- a) considered for enrolment or
- b) advised to attend their local school or
- c) placed onto a waiting list.

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):

- recommendation by primary school or current Principal
- proximity and access to the school
- siblings already enrolled at the school
- medical reasons; disability
- safety and supervision of the student (or sibling) before and after school
- availability of subjects or combinations of subjects
- compassionate circumstances
- considering a non-govt school enrolment

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents/carers will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

### Waiting Lists

Where no non-local places are available a waiting list will be established by the Principal. Waiting lists are current for one year and can be accessed up until the commencement of the new school year.

### Appeals

These are lodged against a decision made by the Placement Panel and are to be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved it is to be referred to the Director of Public Education Wyong Network for determination. Appeals are to determine whether the stated criteria of the school have been fairly applied.

### Enrolment process required documentation

Every new enrolment must have:

- Original birth certificate, or passport
- 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 Berkeley Vale Campus.
- Other reports, including NAPLAN, VALID (if available).
- Completed *Application to enrol in a NSW Government school* form (provided in the school enrolment package).
- 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.

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 Berkeley Vale Campus).

### 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 Deputy Principal will then use the school form to survey Head Teachers regarding class placement (via email).
- School procedures and routines (outlined in the *Information 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 guidelines.
- The Deputy Principal 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 Deputy Principal will send the Request for Information form to the student's previous school to check on any history of violent behaviour or learning support needs. The Deputy Principal 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 (eg anaphylaxis, diabetes) must be addressed by the development of a personal health care plan before enrolment.
- Subjects requiring financial contributions to cover course costs are paid on enrolment. Payment plans can be arranged and/or student assistance provided.
- All forms must be returned to the School Administration Office and data entered before a timetable can be generated.
- SASS staff will establish a file, check documents (e.g. Transfer Certificate and Records Transfer) and update ERN, EBS Central and Sentral files.
- Students are placed into a roll call group.

### The first day at school

- The Deputy Principal will inform the Year Adviser 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 Berkeley Vale Campus. An email will also be sent to staff advising of new enrolments and classes.
- The Deputy Principal will ensure that any known issues are referred to the Year Adviser and, if necessary, the Learning Support Team, Careers Adviser, HT Wellbeing, Counsellor, so that students can be provided with appropriate support.

### Support faculty enrolments

The Regional Placement Panel informs the school of students with special educational needs who are to enrol. Our Support Faculty are invited to partake in any transition planning process. Applications for enrolment are forwarded to the Regional Placement Panel for consideration. We are invited to be involved in this process, but DO NOT determine it and are advised in writing of the outcome of any application.

Additional transition programs may be required to accommodate the individuality of student enrolments here. This includes adequate and thorough staff professional learning training and appropriate risk management information and documentation prior to enrolment.

Once students have been placed in the Berkeley Vale Campus Support Faculty, the processes identified in this policy for enrolment are then implemented.

### Enrolment of students with a history of violence

A risk assessment must be completed. This should involve all relevant information and the involvement of current school personnel who have experience with the student.

All strategies identified must be implemented as per the risk assessment. This may mean that the timeframe for enrolment will be longer than usual.

If the school, via the risk assessment process, determines that the student is unable to be supported using the resources available, the Principal will decline enrolment and refer to the Director of Public Education Wyong Network.

### Evaluation

This policy will be reviewed as part of the school's three-year review cycle or earlier if required.