



Callaghan College Wallsend Campus Enrolment Policy 2019

General Principles Governing Enrolment

The following guidelines apply to enrolment at government schools:

1. 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.
2. Parents may seek to enrol their child in the school of their choice.
3. School local areas are determined by the Department of Education.
4. Students may only be enrolled in one school at any one time.
5. Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
6. Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
7. The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
8. The requirements of Work Health and Safety must be considered before any student is enrolled.
9. Students with a history of violence or criminal behaviour may not be accepted if the risk assessment reflects that the safety and welfare of students and staff may be compromised.

Verification of Local Residency - Local Enrolment

A student who resides within the determined intake zone of Callaghan College Wallsend Campus will be accepted provided he/she can prove permanent residency. **100 points of identification** is required.

Enrolment Spaces Available

Callaghan College Wallsend Campus maintains an enrolment ceiling, based on available permanent accommodation and total numbers in each year group. Within the enrolment ceiling, a buffer 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.

Callaghan College Wallsend Campus has a ceiling of 1204, including Special Education Placements.

For the 2019 year:

YEAR	CEILING	BUFFER*
Year 7	279	20
Year 8	295	20
Year 9	275	20
Year 10	275	20

**The buffer allows for what has been historically the greatest number of in-zone new enrolments per term*

Criteria for Non Local Placement

Parents/carers may apply for the non-local enrolment of their student. To be eligible for a non-local placement one or more of the following criteria must be addressed. Non-local placements are offered to students who add to the cultural capacity and calibre of the school. No-local criteria - not in any order of priority:

- Siblings currently attending Callaghan College Wallsend Campus
- Attendance at partner primary school
- Academic performance and achievements & demonstrated commitment to learning
- Physical, emotional and medical needs related to a student's wellbeing
- Safety and supervision of student before and after school
- Availability and /or combination of subjects
- Compassionate circumstances

A written application on the non-local area application form must be completed addressing the criteria. When addressing the criteria it should be clear and concise and specifically prove the case for enrolment of the student to the Principal.

The number of students a school may enrol is limited by the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodating local children. To avoid disappointment parents should check that there are places available in a school before applying.

Enrolment Procedures

The Department of Education procedures must be followed for all students who enrol at Callaghan College Wallsend Campus

Local enrolment applications

When parents/carers of students applying for enrolment contact the school by telephone or in person, the administration office staff will arrange an interview with the appropriate deputy principal. If they are able to present proof of address within the school's intake zone, they will be provided with an enrolment package, which includes advice on other required documentation.

Enrolment documentation

Every new enrolment must have:

- Original birth certificate, or passport
- Notice of assessment from the Intensive English Centre (if recently arrived in Australia).
- 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 Callaghan College Wallsend Campus
- Other reports, including NAPLAN (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 Callaghan College Wallsend 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 relevant processes to survey head teachers regarding class placement for junior students.
- 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 conditions set by the Department of Immigration and Citizenship.
- The deputy principal will explain the Department of Education 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 a Request for Information form to the student's previous school to check on any history of violent behaviour or learning support needs. If necessary, a Risk Management Plan will be prepared and discussed at the first available staff meeting, before enrolment is finalised.
- If necessary, Department of Education 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.
- 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).
- Administration staff will establish a file, check documents (e.g. Transfer Certificate and Records Transfer) and up-date ERN.

Guidelines are available from Section 14 of *School Attendance: Policy and Procedures 1991* at www.det.nsw.edu.au/studenttransfers

New Enrolments on Day 1 of the School Year

New students who present for enrolment on Day 1 of the new school year, without having an appointment will be asked to return on a negotiated appointment time. Paperwork to be completed will be handed out so this can be returned at the appointment.

ENROLMENT OF STUDENTS WITH PARTICULAR NEEDS

• Enrolment of Students with Special Needs

Enrolment of students with special needs will be done in collaboration with parents or caregivers and school and DET personnel to consider the full range of options available to meet their needs. Special needs will include students with physical, emotional, intellectual and learning needs.

Students placed in the regional support classes still need to go through the normal enrolment processes.

Enrolment of students with disabilities will be considered after input from parents, school staff, DET personnel and other professionals in accordance 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 their visa. International students studying in NSW may enrol their school age dependants. Students on a Visitor's Visa may enrol for a maximum of three months but must arrange their enrolment through the International Students program. (Ph. 0295618209 or fax 0295618613)

- **Enrolment in Distant Education**

Distance Education can be provided for students whose special circumstances prevent them from attending school on a regular basis. Single subject programs are available for students in subjects not offered at the school. Strict conditions apply to these enrolments. Students who wish to do this must discuss the enrolment with the relevant Deputy Principal. Guidelines are available from the DET document "*Distance Education: Categories and procedural Guidelines for Enrolment*"

- **Short Term and Part Time Attendance**

For a variety of reasons a student may be enrolled for a short time at school. The student will remain enrolled at their 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 a school for behavioural or emotional disorders or a hospital school, the student will remain enrolled at the home school.

Department of Education Policy Documents

- Enrolment of Students in Government Schools: A summary and consolidation of Policy, August 1997
- Enhanced Enrolment procedures DN/06/00168
- Eligibility and Procedures for the Enrolment of International Students in NSW Government Schools – September 2008
- Legal Issues Bulletin No 40A and 43
- Memorandum No DN/11/00007 –Students applying to enrol in Year 7-12 in a high school outside of normal enrolment period.

Paul Taylor

Principal Callaghan College Wallsend Campus

4 February 2019

