



Enrolment Policy **July 2019**

The Department of Education General Enrolment Procedures Implementation Document for Enrolment of Students in NSW Government Schools (July 2019) states that:

- Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area.
- Parents may apply to enrol their child in the school of their choice.
- Acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.
- Eligibility to attend a school may depend on the type of school, age or residency status.
- An enrolment cap for a school is set, based on permanent accommodation for students. (This is the maximum number of students who can enrol at the school.)
- Within that cap a number of places, the local enrolment buffer, must be set aside for the enrolment of local students arriving throughout the year.
- Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level.
- In determining whether the school can accommodate the child a Principal considers the child's age, the type of school, the resources of the school and the existing number of permanent classrooms and other facilities at the school.
- Criteria for the enrolment of non-local students should be developed by the Principal after consultation with the school community.
- Criteria for non-local enrolment applications must be documented and cannot be unlawfully discriminatory.

Coffs Harbour Senior College Local Circumstances

Coffs Harbour Senior College shares the Coffs Harbour Education Campus with Southern Cross University and TAFE. This adult learning environment favours students who are able to demonstrate maturity, motivation, organisation and self-discipline in their prior studies.

Coffs Harbour Senior College offers opportunities for access to a broad Stage 6 curriculum, University and TAFE curriculum and will take account of the circumstances for the full range of committed students.

Enrolment Cap

Due to the shared facilities an enrolment cap of 520 has been established. This will be reviewed on an annual basis by the Principal and approved by the Director, Educational Leadership. There are always enrolment fluctuations during the year and places may become available at this time. An enrolment of buffer of 20 has been determined based on historical data and enrolment fluctuations.

Enrolment Criteria

The decision to offer places at the College will be made by the Principal. The selection criteria reflects the unique nature of Coffs Harbour Education Campus. The enrolment process is outlined on the college website:

<http://www.seniorcollege.com.au/enrolment/enrolment-process/>

Criteria for non-local enrolments include:

- Students under unresolved suspension/exclusion from another school are not eligible to apply for enrolment.
- Availability of subjects or combination of subjects.
- Structure and organisation of the school.
- Special interests and abilities.
- Siblings already enrolled at the school.

NSW Government Schools provide education for compulsory school aged children. Adults do not have a legal entitlement to be enrolled in schools.

Residential Address Check

The Principal may require proof of address to establish a child's entitlement to enrol in the college. If the college is nearing the local enrolment buffer, a 100 point residential address check will be used.

Enrolment Panel

If demand for places exceeds the enrolment cap, the college will establish an enrolment panel to consider and make decisions on non-local enrolment applications.

Waiting Lists

A waiting list may be created for non-local students who are not offered enrolment and is valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it.

Appeals

Where a parent wishes to appeal against the decision of the enrolment panel, the appeal should be made in writing to the Principal of Coffs Harbour Senior College. The purpose of the appeal is to determine whether the stated criteria have been applied equitably.