



Enrolment Policy and Procedures

At Coffs Harbour Senior College, our underlying principle is to ensure the highest quality educational experience for every student, a commitment we uphold in our enrolment policy and procedures and enrolment criteria.

Our policy and procedures apply to all enrolment applications. They are guided by the NSW Department of Education policy documents - *Enrolment of students in NSW Government schools*, *General Enrolment Procedures*, and relevant memorandums.

The policy is based on legislation which ensures:

- Students are entitled to be enrolled at the designated school for the intake area within which the student's home is situated and that the student is eligible to attend.
- Local areas are determined by the Department of Education (DoE) through a process involving consultation between *School Infrastructure NSW* and the Director (or designated officer).
- Parents may seek to enrol their student in the school of their choice or may elect to attend another school which would become their designated school.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local intake student has a place at the local school if the student chooses to attend it.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff with permanent classroom accommodation and other factors based on the needs of the school.
- Our enrolment policy, procedures and criteria and practices are designed to be transparent and inclusive for all prospective students.

Coffs Harbour Senior College Local Circumstances

Coffs Harbour Senior College, situated in Coffs Harbour Education Campus, shares its learning environment with Southern Cross University and TAFE. This unique setting favours students who can 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. The College will consider the circumstances of the full range of committed students.

Enrolment Cap and Buffer

The college is required to set aside several places to accommodate local students arriving throughout the year. This buffer is determined by historical data.

Due to the shared facilities, an enrolment cap of 520 has been established. This will be reviewed annually by the Principal and approved by the Director, Educational Leadership. Enrolment fluctuations occur throughout the year, and places may become available.

Local School Enrolments

A student is eligible to apply for local enrolment at Coffs Harbour Senior College the student:

- is a permanent resident of Australia or holds an authority to enrol issued by the Department of Education
- resides within the designated intake area
- provides a completed Local Expression of Interest (EOI) form with adequate documentation.

Exceptions to the entitlement to enrol at the local school are:

- where a student is directed by the Secretary, NSW Department of Education, to enrol in a particular school or type of school due to an identified risk
- where the Minister refuses enrolment of a student if the student has been expelled from a government school or is of the opinion that there is other sufficient reason to do so.

Local enrolment applications must be supported with proof of identity and evidence of residential status documentation.

Non-Local Enrolments

The college has determined that commitment to learning is the most significant criterion when considering applications for non-local placements. This criterion reflects the unique nature of Coffs Harbour Education Campus. Students will have to demonstrate their ability to work in a senior study environment.

Applicants need to complete a Non-Local Enrolment Expression of Interest (EOI) form. Prospective students need to show commitment to learning and how they would add to the culture and achievement of the college. If accommodation and staff are available to consider non-local enrolment, other significant criteria for non-local campus enrolment (not in priority order) may be:

- siblings already enrolled at the school
- proximity and access to the school
- medical reasons
- availability of subjects or combinations of subjects
- safety and supervision of the student before and after school
- compassionate circumstances
- structure and organisation of the school
- recent change in the local intake area boundaries.

Mandatory Documentation for Local and Non-Local Enrolments

The Department of Education requires parents/carers to disclose all medical conditions fully. Parents/Carers must provide documents that confirm medical conditions experienced by the student and any current medical plans from a general practitioner. This includes anaphylaxis, asthma, allergies, and all serious medical conditions.

Applicants with other additional learning and support needs, including disability, must also provide appropriate documentation. This may include current personalised learning and support plans, individual health care plans, behaviour management plans and emergency

response plans. The college will arrange a meeting with the learning and support team to consult with parents/carers and assist in developing support plans that meet prospective students' needs.

The latest academic reports from the applicant's current school must be provided with the relevant expression of interest form. Applicants who have recently been engaged in education in TAFE or an alternative setting must provide a transcript of their current competencies. Reports and transcripts should be no older than 12 months to be considered current.

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.

An enrolment panel will consist of:

- member of the executive staff (as chairperson)
- teaching staff member/s

The panel considers non-local enrolment applications in a timely manner. In considering applications, the panel assesses only the information and supporting documentation presented on the non-local expression of interest form available from the school.

The panel's decision must consider the enrolment cap and the buffer retained for local students arriving later in the year. The panel records all decisions and keeps minutes of meetings, which are to be available on request by the Principal and Director of Educational Leadership – Coffs Harbour.

The chairperson ensures that the established criteria are applied equitably to all applicants. The school will notify parents/carers of the result of their application. Parents/Carers may request a written explanation of the panel's decisions.

Enrolment Interviews

All students seeking to enrol at the Senior College will be required to attend an enrolment interview with a Parent/Carer or an appropriate support person. These interviews are conducted by an executive staff member and are conducted to:

- assess the suitability of the applicant by the following criteria:
 - commitment to education
 - academic readiness
 - subject choices
 - capacity to integrate successfully in school
 - any risk they may pose to safety
 - child protection issues.
 - appropriate alternatives
- explain the nature of the school programs, rules and culture and establish the applicant's willingness to comply with school policies and procedures.
- discuss support needs, such as the appointment of a mentor, regular monitoring of progress or assistance from the school counsellor/psychologist or other learning support staff
- if relevant, seek agreement from the applicant for the panel to access information from government agencies, health professionals or other relevant bodies.

Waiting Lists

Waiting lists may be established for non-local students. Parents/Carers should be advised in writing if their student is to be placed on a waiting list. The size of the waiting list should reflect realistic expectations of potential vacancies. Waiting lists are current for one year only.

Appeals

Unsuccessful non-local applicants may appeal against the Enrolment Panel's decision. The appeal must be made in writing to the Principal and set out the grounds for the appeal.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the Principal is not on the Enrolment Panel, the Principal considers the appeal and makes a determination.

The parent/carer should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership – Coffs Harbour.

Seeking to Re-Enrol

Previously enrolled students who have left the college are not entitled to automatic acceptance for re-enrolment. Students will need to re-apply for enrolment and follow all procedures relevant to either Local Enrolment or Non-Local Enrolments for appropriate assessments to be made. If the student is aged 17 years or more, there is no legal obligation to accept the enrolment. NSW Government Schools provide education for compulsory school-aged children. Adults do not have a legal entitlement to be enrolled in schools.

Applications to Enrol Outside of Normal Enrolment Periods

If a student enrolls outside of the normal enrolment period, DoE policy requires the learning and support and/or wellbeing team to consider all relevant information about the applicant.

Principals should also notify the school counsellor of the student's enrolment so that appropriate actions set out in the School Counsellor Manual can be undertaken.