

## **Mulwaree High School**

### **Criteria for non-local enrolment application**

#### **Introduction**

This criteria has been drawn from the Department of Education Guidelines *'Enrolment of Students in Government Schools August 1997'*.

#### **Legislative Context**

The government school system in New South Wales exists to provide high quality education for all students. The Education Reform Act 1990 outlines the objects of education and the legal requirements for compulsory schooling.

In brief, the legislation requires students of compulsory school age to be enrolled at a government or registered non- government school, and to attend school on each day that instruction is provided, or to be registered for home- schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

All public schools are committed to ensuring that all students are given access quality educational opportunities for students through their local school. All public schools offer outstanding programs for students with an interest in the Academic, Leadership, Sporting and Cultural areas.

We support our local community and work together to promote public education.

#### **General Principles Governing Enrolment**

- A student is considered to be enrolled when an enrolment form has been completed by one or both parents, the name is placed on the ERN system and the student presents for enrolment.
- A student can be enrolled in one school only, at any given time.
- Children are entitled to be enrolled at the public school that is the zoned designated area for their residence.
- Parents may seek enrolment at the school of their choice.
- School local areas are determined by the Department of Education through a process involving the Director, Public Schools NSW and the Properties Directorate.
- 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.
- Schools are required to have a written policy that states the grounds on which non-local enrolments will be accepted.
- The policy and criteria should be expressed in plain English and community languages, where necessary.
- It should be made clear what consideration will be given to each criterion.

The Principal will require proof of entitlement to be enrolled. The Principal will need to be satisfied as to the identity of the student and will require proof of address (ie rate notice, utilities account) where the name, address and residency details of the student can be determined.

Penalties may be applied if false information is provided. The Principal reserves the right to overturn the decision if false and misleading information is provided.

### **Discrimination in Enrolment**

In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

### **Student Enrolment capacity**

The student population at Mulwaree High School is currently, and has been since 2011, above the capacity that the school was built and designed to accommodate. Factors contributing to this are increasing housing development and families moving into the school's Zones area for local placement.

### **Non-Local Enrolment Applications**

The school receives a large number of applications from non-local students, particularly for placement into Year 7. All non-local applicants will be considered for enrolment by an *Enrolment Panel* (for placement in Year 7 at the beginning of the following year), or its nominee (usually the Principal for other applications). The school will accept non-local enrolments based on the following criteria (in no particular order). **No single criterion will guarantee automatic placement.**

After examining the number of "in-zone" applications, the school will determine the number of Year 7 classes that will be created. This will then allow the school to determine the number of places available in Year 7 that could be filled by non-local applications.

The criteria to determine the non-local enrolments be consistent with the general principles governing enrolment stated above. In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions. The decisions made by the placement panel must be made within the context of this enrolment policy. The school will consider non-local enrolments that will maintain the current school structures.

Applications for placement into Year 7 of the following year. The criteria are as follows (Not in any order of priority):

- **Medical reasons.** Eg, Access to specialist local medical services
- **Curriculum:** Eg, Specific subject availability or availability of subjects
- **High Academic performance/achievements:** that complements school focus areas (with documentary evidence)
- **Performing Arts** - for example, band, dance, vocal, drama
- **Leadership** (Including social justice, SRC, and other civics and citizenship achievements)
- **High level Sporting achievements** – with a desire to join the Mulwaree Elite Sports Academy (MESA)
- **Siblings:** currently attending Mulwaree High School
- **Compassionate or family circumstances:** Case for supporting enrolment at the school

**Note:** Having a sibling already enrolled at the school does not guarantee non-local enrolment if this is the only criteria addressed due to limited enrolment places.

Non-local enrolment offers will be made after consideration of the above criteria. Where the above criteria do not distinguish between applications, offers will be made after an interview with the child and parent. Offers of non-local enrolment will be made by letter requiring the parent to notify the school of acceptance, or decline, within seven days. For year 7 applications for the following school year, offers will be made within the first three weeks of term 2. The Principal will ensure that the established criteria are applied equitably to all applicants. The date of receipt of non-local applications will not be considered in the criteria for acceptance of non-local enrolment at the school.

Applications for non-local enrolments involving exceptional circumstances will be considered on a case-by case basis. Parents should be aware that these circumstances may not guarantee an enrolment, and that Mulwaree High School will access and use the student's past enrolment details to assist their decision-making.



### **Enrolment Panel**

Where there is a request for a non-local enrolment into Year 7 at the beginning of the following year, Mulwaree High School will establish an Enrolment Panel to consider and make recommendations on all non-local enrolment applications. The panel will comprise the Principal, two Deputy Principals, one teacher, and one school community member nominated by the school's Parents and Citizens (P&C) organisation. The panel will be chaired by the Principal who will have a casting vote.

The academic/behavior records of an applicant will be sourced from the Senior Executive of a student's previous school to ascertain a history of the child's previous enrolment. This will be used to establish the applicants' suitability and capability to meet the expectations of Mulwaree High School and the NSW Behaviour Code for Students. The placement panel will utilise a thorough process involving effective communication between any previous schools or agencies if required.

### **Waiting Lists**

Waiting lists will be established for non-local students if demands for placements exceed availability. Parents will be advised if their child is to be placed on a waiting list and will be notified in writing of their place on any waiting list that has been established. Waiting lists are current for one year.

### **Appeals**

Where a parent 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, Public Schools NSW will consider the appeal and make a determination.

The process is summarized in a flow chart on the following page.

**Judith Stuart, Principal**  
**Mulwaree High School**

### **References:**

'Enrolment of students in government schools' August 1997; The Education Reform Act 1990  
<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment/high-school-enrolment>

## Non-local Enrolment Application Procedure

