

ENROLMENT

POLICY

Rationale:

All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

Aims:

To provide an efficient process of enrolment that satisfies the needs of both students and the school within the context of Department of Education Policy.

Implementation:

All children who are eligible to attend a Government school are welcome to apply to attend our school.

ENROLMENT CEILING AND BUFFER

The enrolment ceiling will be 280 students in each year seven cohort with a buffer of 15 students in each cohort to allow for in-area enrolment during the year. This allows for an effective year 7 enrolments of 265 new students.

LOCAL ENROLMENTS

Each applicant will be subject to scrutiny to verify the authenticity of the claimed family address. The proforma "Expression of Interest to Enrol" will be completed by all applicants except those processed by primary schools during the major annual year seven intake. Bona-fide local applicants are guaranteed a place at Bossley Park High School. All other school and department forms will be subsequently completed.

SIBLINGS

Siblings of currently enrolled or past students do not have automatic right of enrolment unless they are actual local enrolments based on their current residential address.

PLACEMENT PANEL

Decisions on Non-Local applications for enrolment will be made by a placement panel consisting of:

- Principal or member of the senior executive.
- A nominee of the parent representative body (CSG)
- Another teacher.

The role of the Principal, or senior executive, will be to:

- Chair the placement panel meetings.
- Have the casting vote in disputed applications.

The role of the Placement Panel will be to:

- Apply the criteria to individual non-local applications for placement on the basis of written information on the application form.
- Recommend, in order of priority, non-local students for placement in the school and if necessary establish a waiting list.
- Record all decisions and minutes of meetings.

NON-LOCAL STUDENT ENROLMENT CRITERIA

Our school community has agreed to the following criteria that will be used to assess applications for non-local enrolment:

- Siblings already enrolled at the school.
- Special interests and abilities of the student that are facilitated by the structure and organisation of the school. Specifically the talented football (soccer) and gifted and talented programs.
- Safety and supervision of the student before and after school.
- Compassionate circumstances.
- Medical reasons.
- Availability of subjects or combination of subjects.
- Proximity and access to the school.

SUPPORTING EVIDENCE

All enrolments will require the completion of the 'Confidential Student Information Enrolment Form', with details entered immediately onto our administrative computer systems.

When applying for enrolment as a non-local student at Bossley Park High School parents are asked to support their application with information on the application package. These reasons are then used to assign priority to the application. This evidence should address the selection criteria for non-local enrolments.

The inclusion of the most recent school reports for each applicant will aid successful applicants in appropriate class placement.

After the placement panel has met and prioritised a list of students, parents may be called to interview so as to ensure procedural fairness occurs.

INTERNATIONAL STUDENTS AND TEMPORARY VISA HOLDERS

Information regarding the enrolment of overseas students can be obtained from the International Studies Unit. Students with Disabilities will be enrolled along with all other eligible children.

Evaluation:

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

This policy was ratified by the school staff and parent representative body (CSG) on

17 March 2009

References:

Enrolment of Students in Government Schools A summary and Consolidation of [Policy\(pdf 72kb\)](#)
Procedures for Secondary School Enrolment [procedures booklet](#)