



BONNYRIGG HIGH SCHOOL

Partially Selective and Local Enrolments from 2010

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BONNYRIGG HIGH SCHOOL

STUDENT ENROLMENT PROCEDURES

Policy for the placement of comprehensive students

The Selection Committee is comprised of the Principal and the Deputy Principals

(i) THE SELECTION COMMITTEE

The Committee will be responsible for the:

- The policy in relation to in-area applications where no vacancies exist.
- Consideration of non-local (out of area) comprehensive applications following the guidelines outlined below.
- Placement of the non-local (out of area) applicants on an *order of eligibility and merit* list.
- The identification of three groups of students from all applications and the eligibility list.
 - (a) Those students to whom offers shall be made.
 - (b) Those students who shall be placed on a waiting/reserve list.
 - (c) Those students who are unsuccessful in their application.

(ii) IN AREA APPLICATIONS

- The comprehensive enrolment will be determined by local applicants from the local drawing area.
- A small buffer will be maintained in each year to accommodate local applicants who move into the area during the year. Proof of residency is required (lease notice, rate notice and/or contract of sale or a sub-leasing agreement in the name of the applicant's parent or legal guardian). Proof of legal guardianship may also be required to confirm residential status.
- All documentation and an "Application to enrol in a NSW Government school" form must be filled in and submitted *before an enrolment appointment* can be made.
- Where no vacancies exist for an "in area" student moving into the local area, the school will find a place for the student at another local school until a vacancy becomes available at Bonnyrigg High School. This situation may occur, but not limited to, students seeking enrolment where no elective subjects are available; the course time frame will not allow appropriate assessment as it is very late in the course time, eg, Year 10 and year 11. This position at Bonnyrigg High School will be offered as soon as it becomes available, and will be a priority offer.
- Where more than one student is waiting for an "in area" offer, offers will be made as soon as a position becomes available and in order of the student's date of application.
- Where a student has moved into the area and applies for enrolment, contact will be made with the student's previous school before enrolment is finalised to ensure that the student does not have a history of violent behaviour in his or her previous school. Where a student is enrolling with a history of violent behaviour, the enrolment will not be finalised until a full risk assessment has been undertaken. This will include but is not limited to, the School Counsellor making contact with the Counsellor from the student's previous school.

- Where a student is enrolling from a non-government school, the applicant must provide the student's file from their previous school to assist us in making appropriate arrangements for processing the enrolment.

(iii) OUT OF AREA APPLICATIONS

- Where there are vacancies in a given year, the number of positions available to out of area applications will be determined by the selection committee which will take into account the need for gender balance, appropriate academic aptitude and areas of excellence.

The placement criteria for non-local applicants listed below will be used by the panel to establish an order of placement, so as to either offer a position at the school (when local enrolment numbers permit) or placement on a waiting list. Consideration will be given to the following areas:

- Students who have a sibling in the comprehensive stream and who, generally, live relatively close to the school. NB: as per directive, there is no automatic entry of siblings the decision to accept will be based on available spaces and school concerns framed on family history with the school.
 - Students who have a sibling in the selective stream and who, generally, live relatively close to the school.
 - Students who have special medical needs that can be met by the school and those whose application is supported by the applicant's current school counsellor and endorsed by the applicant's current School Principal and or Director, Educational Leadership.
 - safety and supervision of the student (or sibling) before and after school
 - Overseas fee paying students approved by the Department of Education and the International Student Centre.
- It should be noted that there is no implied order established by this listing of criteria. A holistic approach, based on the individual's application, will form the basis for analysis by the selection committee.
 - *Applications for out of area enrolment should include, but is not limited to: previous reports; merit certificates; current comments from the applicant's Principal and other references. An offer of a position, out of area, will be contingent on an interview between the applicant, the applicant's parent(s) and the Principal.*
 - There is no selective entry for students entering Year 12 in a given year or for the following year. Entry to the school will be on the basis of merit (for out of area applicants) at interview and will be for placement in the comprehensive stream.
 - Criteria for selecting amongst non-local enrolment applications will be made available, in advance, to parents who are interested in enrolling their children, upon request.
The placement criteria for non-local applicants listed below will be used by the panel to establish an order of placement, so as to either offer a position at the school (when local enrolment numbers permit) or placement on a waiting list.

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

(iv) INFORMATION UPDATES

It is a condition of enrolment that the applicant keeps the school updated in respect of address; medical information and emergency contact numbers.

Required documentation

Every new enrolment must have:

- Original birth certificate, or passport
- Notice of assessment from the Intensive English Centre (if recently arrived in Australia). Front Office staff will advise parents/carers on arranging an appointment for this assessment.
- 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 Bonnyrigg High school
- Other reports, including NAPLAN (if available).
- Record of School Achievement originals must be provided if enrolling into Year 11 or 12.
- 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 BHS).

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 Enrolment Officer will then use the school form 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 Border Protection (DIBA).
- The Principal will explain the DET 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 Enrolment Officer will send the Request for Information form to the student's previous school to check on any history of violent behaviour or learning support needs. The Deputy Principal will contact non-government schools directly to check on any such history. If the previous school is in another state, the appropriate forms will be sent and must be returned before enrolment can be finalised. If necessary, a Risk Management Plan will be prepared and discussed at the first available staff meeting, **before enrolment is finalised**.
- If necessary, DoE 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.
- Year 11 students are required to attend the Year 10-11 Enrolment Evening at the end of their Year 10 school year. On this day, the Senior School Charter, the school's expectations and procedures will be explained. Subjects requiring financial contributions to cover course costs and any voluntary school contributions are paid on this day. Students, parents and the school enter into an agreement for enrolment.
- Year 11 and 12 enrolments will negotiate their subject choices with the Principal subject to class numbers, course availability, past patterns of study and BOSTES requirements. It should be noted that students wishing to enrol into Year 12 must have a compatible pattern of study available and a successful academic record in this pattern of study for their enrolment to be accepted. The Careers Adviser is consulted concerning TVET courses.
- 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).
- SASS staff will establish a file, check documents (e.g. Transfer Certificate and Records Transfer) and up-date ERN and student files.
- Students are placed into a roll call group.

The first day at school

- The SASS will inform the Year Adviser of the student's starting date. The Year Adviser will meet the student at the Front Office and arrange for another student to show her/him around the school.
- Class teachers must not add students to any class roll unless they have sighted the student's timetable indicating that they have been placed in that class. A personalised school timetable is proof of enrolment at Bonnyrigg High School.
- The Enrolment Officer will ensure that any known issues are referred to the Year Adviser and, if necessary, the Learning Support Team, Careers Adviser, STLA, Counsellor or Welfare Team, so that students can be provided with appropriate support.

(V) APPEALS

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. Where required, the Principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter.

If the matter is not resolved at the local level the Director, Educational Leadership will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

(v) ENROLMENT OFFICERS

The enrolment officer assisting the committee in the management of enrolments is Ms F Doolan. Any enquiries in regard to enrolment may be directed, in the first instance to her, on (02) 9823-1184.

Mr. MN. Bryce
Principal
(for the Selection Committee)

Updated: May 2019