



Maitland High School Procedures

Enrolment 2021



Education

Enrolment guidelines

Rationale

This school's local area is determined by the Department of Education (DoE) through a process involving consultation between Properties Directorate, the School Education Director and the Principal. We review our enrolment policy annually and it is available on the school's website. The school informs the community regularly i.e. once a term via our newsletter of any issues or updated information regarding our enrolment procedures.

Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.

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.

Verification of Local Residency

For a student to be enrolled as a local placement, parents will be asked to provide two forms of proof that they live in the local area and that the child being enrolled also lives in the local area. Documentation could include a rental agreement, a rates notice, an electricity bill, a statement from Centrelink, a bank or building society statement etc.

Accommodation

Maitland High School has a ceiling of 950 mainstream students consisting of junior and senior classes. Additionally, the school has 6 Special Education

classes which typically accommodate 42 students in total.

Enrolment Ceiling

Currently (2021), the school is at its ceiling maximum. The enrolment ceiling is calculated based on the number of permanent teaching spaces.

Our school establishes its enrolment ceiling at the beginning of each year and following the Term 1 Census, when the number of teachers in the school has been established.

The ceiling takes into account a buffer for local students to enrol throughout the year. The school seeks to maintain a 5% enrolment buffer in order to accommodate local enrolment demands.

The size of this buffer is based on historical data, on enrolment fluctuations and on the number of families moving into or out of area.

Places in the buffer cannot be offered to non-local students. School policies must include the number of permanent teaching spaces, the enrolment ceiling.

Non Local Enrolments

The primary criteria for acceptance of non-local enrolments include the availability of appropriate staff and available accommodation within the school structure.

The Department of Education states that "No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non – local placements".

Enrolment Panel

School has established a placement panel when demand for non-local places exceeds available places. This school has an enrolment panel consisting of the Principal, Deputy Principal, staff member and a community member. The Principal has the casting vote.

The panel is responsible for developing and evaluating the criteria for non-local placement. The criteria will be consistent with DoE guidelines.

Processes for Non-Local Placement

1. Parent makes enquiry to school and makes an appointment with Principal or their representative.
2. The school informs parents that they will need to submit an out of area enrolment application and explains the process.
3. Parent submits application if they choose and the school acknowledges receipt of application.
4. Our Enrolment committee reviews the application and makes decision based on this school procedure and in line with DoE policy.
5. The school will inform parent of the outcome, including their appeal rights and the appeal process.
6. Parents will be advised if their child is to be placed on a waiting list and his or her position on it. The length of our waiting list reflects the realistic expectation of potential vacancies. If there is little to no likelihood of a place becoming available, we will inform the parent of this.

7. It is the decision of the enrolment panel that if accommodation and staff are available, significant criteria (not in priority order) for nonlocal enrolment will be:
 - Commitment to learning
 - Academic performance and achievements
 - Physical, emotional and medical needs related to a student's well being
 - Cultural achievements
 - Sporting achievements
 - Compassionate circumstances
 - Proximity and access to school.

Please note that there is no guarantee that siblings of non-local enrolments will be accepted. Appeal Process

1. The parent/carer makes an appeal in writing, stating the circumstances their grounds for appeal. As per the policy, this should be directed to the relieving Principal, Ms Melissa Schatz.
2. The Principal responds and if she cannot resolve the situation with the parent, the Principal will refer the appeal to the Director Educational Leadership, Antony Gadd at Maitland District Office. The Principal will respond to appeals made about the decision of the placement panel.
3. If the Principal believes that additional support is required to support the child at their local school or alternate setting the Principal will contact the Director to discuss.
4. If the parent is still dissatisfied, they may make a complaint to the Director that the Principal has not implemented the policy correctly.
5. The Director with line management of the school, Antony Gadd, manages the complaint as per the complaint handling policy.
6. The Director will contact the school to seek further information including;
 - The school's procedures and review of the enrolment ceiling and buffer.

- Does the ceiling reflect the permanent teaching spaces in the school?
- What in and out of area enrolments have already been accepted in that year?
- Has the school implemented the DoE out of area policy?
- Does the school have capacity to accept out of area enrolments?
- What were the reasons the application was declined?
- What is the impact of the appeal being declined or accepted?

From the DoE policy:

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 should 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 Director will consult with the relevant principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Enrolment of students with particular needs

Enrolment of students with special needs will be done in collaboration with parents or caregivers and school and DoE personnel to consider the full range of options available to meet their needs.

Special needs include physical, emotional, intellectual and learning needs.

Enrolment of students with disabilities will be considered after input from parents, school staff, DoE personnel and other professionals in accordance with the policy "Enrolment of Children with Disabilities." (Memorandum 88/107).

[downloads/gotoschool/enrolment/DoEs_ef.pdf](https://www.deinternational.nsw.edu.au/downloads/gotoschool/enrolment/DoEs_ef.pdf)

Enrolment of Non Australian Citizens

All students must arrange their enrolment through DE International: <https://www.deinternational.nsw.edu.au/>

Ph. 1300 300 229

Email isc@det.nsw.edu.au

Students on a Visitors/Tourist Visa may enrol for a maximum of three months.

Enrolment in Distance Education

Distance Education can be provided for students whose special circumstances prevent them from attending school on a regular basis. Single subject programs are available for students in subjects not offered at the school. Strict conditions apply to these enrolments. Students who wish to do this must discuss the enrolment with the NESACoordinator. Guidelines are available from the DoE document "Distance Education: Categories and procedural Guidelines for Enrolment".

Short-Term and Part-Time Attendance

For a variety of reasons, a student may be enrolled for a short time at school. The student will remain enrolled at their home school and the host school will send a record of attendance to the home school at the end of the stay or at the end of each term.

When a student is attending a specialised program at another school such as a school for behavioural or emotional disorders or a hospital school, the student will remain enrolled at the home school.

Mature Age Enrolments

A mature age applicant is a person 18 years and over who wishes to enrol at school.

Mature age student applications will be assessed in terms of the best interests of the school and the student.

The mature age applicant will need to provide the school with reasons in writing detailing why Maitland High School is the most appropriate educational institution

for them and why they are choosing not to continue their education through more conventional adult educational institutions.

The school will make a decision based on the availability of subjects, class sizes, availability of accommodation and teaching staff and the best interests of the school and the needs and welfare and safety of all students.

General Student Enrolment Procedures

The following procedures must be followed for all students who enrol at Maitland High School.

- Each student who moves between government schools or institutions needs to advise the 'old' school or institution of their intention to leave.
- The student or their parent/legal guardian will then contact Maitland High School and request an appointment regarding enrolment. The student must be accompanied by the parent /legal guardian at the appointed interview.
- Maitland High School will then contact the 'old' school and request a transfer of the student's records.
- Student records must be provided and assessed by the Enrolment Committee or delegates thereof before the enrolment procedures can be completed.
- In some cases, following the receipt of the records, it may be necessary for a further interview to take place with the Principal, before the enrolment is completed.
- A student may not attend school until the enrolment procedures are completed.

Guidelines are available from: DoE School Attendance Policy

<https://policies.education.nsw.gov.au/policy-library/policies/school-attendance-policy?refid=285776>

Application to enrol in a NSW Government School can be downloaded from:

<http://www.schools.nsw.edu.au/media/>

Students enrolling on Day 1 of the new school year

New Enrolments

New students who present for enrolment on the first day of a school year without having provided the necessary background information for placement in classes will be asked to return the following day with a completed enrolment application form and necessary background information.

(Background information might include reports, external test results, welfare information and will include preliminary enrolment information from their previous government school.)

Subject to this being done and all necessary information gathered, the student will be able to begin school the following day.

Students who enrol from Non-Government schools or from Interstate

- A student needs to advise the 'old' school or institution of their intention to leave and receive a transfer certificate or equivalent indication of their exit from that school or institution.
- The student or their parent/legal guardian will then contact Maitland High School and request an appointment regarding enrolment. The student must be accompanied by the parent/legal guardian at the appointed interview.
- At the interview the student will provide copies of previous school reports for the previous 12 months. The student will also produce copies of any other information that they may feel is relevant to their application.
- Student records will be assessed by the Enrolment Committee or delegates thereof before the enrolment procedures can be completed.
- In some cases, following the receipt of the records it may be necessary for a further interview to take place with the Principal, before the enrolment is completed.
- A student may not attend school until the enrolment procedures are completed.

Key terms used in this document

Child

A child is defined by law as a person under the age of 18.

Local Enrolment

- A student who resides primarily with the geographical boundary of the school, defined by the NSW Public School Finder.

<https://my.education.nsw.gov.au/school-finder>

Non Local Enrolment

- A student who **does not** reside primarily with the geographical boundary of the school, defined by the NSW Public School Finder.

<https://my.education.nsw.gov.au/school-finder>

Relevant Department of Education (DoE) Policy Document

Legal Issues Bulletin 43 Enrolment of students in government schools

<https://education.nsw.gov.au/about-us/rights-and-accountability/legal-issues-bulletins/bulletin-43-enrolment-of-students-in-government-schools>

Further Information

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Last updated: May 2021