



# Maitland High School

## Enrolment Guidelines



Education

### 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.

In accordance with the Education Reform Act 1990 this school will seek to ensure that every eligible child will have a place at Maitland High School if he or she chooses to enrol here.

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

### Verification of Local Residency

For a student to be enrolled as a local placement, parents will be asked to provide 2 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.

### 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 (DoE) states that "No additional accommodation (permanent or demountable) will be provided to cater

for increased enrolments resulting from non – local placements" (page 8)

### Accommodation

Maitland High School has a ceiling of 950 mainstream students consisting of junior and senior classes. Additionally, the school has four Special Education classes which typically accommodate 30 students in total.

The school seeks to maintain a 5% enrolment buffer in order to accommodate local enrolment demands.

### Enrolment Panel

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.

### Criteria for Non-Local Placement

It is the decision of the enrolment panel that if accommodation and staff are available, significant criteria (not in priority order) for non-local enrolment will be:

- Proximity and access to the school
- safety and supervision of the student before and after school
- Medical reasons

- Commitment to learning
- Special interests and abilities
- Physical, emotional and medical needs related to a student's well being
- Cultural achievements
- Availability of subjects or combination of subjects
- Compassionate circumstances
- Structure and organisation of the school
- Siblings already enrolled at school

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

The principal ensures that the established criteria are applied equitably to all applicants and parents are provided with an explanation of the decisions of the placement panel in writing, should they request it.

### Waiting List

A waiting list for non- local applications seeking placement in Years 7 to 11 will be established which realistically reflects expectations of potential vacancies. Waiting lists are current for one year.

# ENROLMENT OF STUDENTS WITH PARTICULAR NEEDS

## Enrolment of Student with Special 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 will include students with 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)

## Enrolment of Non-Australian Citizens

All students must arrange their enrolment through DEC International

<http://www.decinternational.nsw.edu.au>

Ph. +61 2 82894777

fax +61 2 82936928

email [isc@DoE.nsw.edu.au](mailto:isc@DoE.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 the NESA Coordinator. 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 aged 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.

# 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 Section 14 of School Attendance: Policy and Procedures 1991 at <http://tinyurl.com/o9akw7q>

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

[http://www.schools.nsw.edu.au/media/downloads/gotoschool/enrolment/DoEs\\_ef.pdf](http://www.schools.nsw.edu.au/media/downloads/gotoschool/enrolment/DoEs_ef.pdf)

# STUDENTS ENROLLING ON DAY 1 OF THE 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 TO TERMS USED IN DOCUMENT

### Local Enrolment

- A student who resides within the geographical boundary of the school.

### Non-Local Enrolment

- A student who resides outside the geographical boundaries of the school.

## MHS Partner Primary Schools

Tenambit Primary School

Metford Primary School

Iona Primary School

Largs Primary School

Hinton Primary School

Mt. Kanwary Primary School

Bolwarra Primary School

Morpeth Primary School

## Relevant Department of Education (DoE) Policy Documents

### Legal Issues Bulletin 43 -Enrolment of students in government schools

<https://education.nsw.gov.au/legal/media/documents/legal-issues-bulletins/bulletin43.pdf>

### Enrolment of Students in Government Schools. A Summary and Consolidation of Policy

<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools-a-summary-and-consolidation-of-policy>

### Date of implementation:

30 January 2018

### Contacts:

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## Further Information

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NSW Department of Education

