This policy is crucial in providing information for the Elderslie High School community on procedures relating to the enrolment of students. It is a summary statement which draws on a variety of other Department of School Education and Training documents. The policy addresses the legal obligations commensurate with the health and safety of employees; the right for every eligible child to enrol in his or her local government school; and that adequate safeguards are in place prior to the student commencing.

**General Principles**

- A student is considered to be enrolled when he or she is placed on the admission register of Elderslie High School.
- A student should be enrolled in one school only at any given time.
- 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. The school will seek evidence demonstrating local resident status through the provision of current original documents (see Local Enrolment below).
- Parents may seek to enrol their child in the school of their choice.

**Enrolment Ceiling and Enrolment Buffer**

Elderslie High School maintains an enrolment ceiling, based on available permanent accommodation and total numbers in each year group. Within the enrolment ceiling, a buffer of at least 5-10 will be maintained in each year group to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students.

**Local Enrolment**

Students who reside within the DEC designated drawing area for Elderslie High School are accepted for enrolment. The school will seek evidence to demonstrate local resident status through the provision of current original documents. These may include (but not limited to):

- Property ownership or tenancy documents in the name of the applicant’s parent. In the case of tenancy agreement it is the school’s expectation that families demonstrate a commitment to a local area residence through provision of a tenancy agreement of 6 months or more.
- Utility account statements displaying the name and local address of the applicant’s parent. Property owners must include a recent Sydney Water account in the name of the parent.
- The school will seek documentary verification of guardianship where applicable.
Placement Panel

If non-local places exceed availability a placement panel to consider and make recommendations on all non-local enrolment applications. The placement panel will comprise the Principal, one staff member (other than the Principal) and one school community member as nominated by the school’s parent group. The panel will be chaired by the Principal who will have the casting vote. If appropriate staff and classroom accommodation are available then non-local (out-of-area) enrolment applications will be considered using a range of criteria (see below). In considering the application of each criteria to individual cases, the panel will consider only those matters presented on the Year 6 into 7 Expression of Interest Form, and/or the EHS application form and not oral submissions. The placement panel should record all decisions and make them available to the School Education Director on request.

Criteria for non-local enrolments

- Availability of subjects/courses, combinations of subjects/courses, or extra-curricular programs;
- Siblings already enrolled at the school;
- Compassionate circumstances;
- Proximity and access to school;
- Student’s welfare and educational needs (including medical reasons);
- Capacity of the school to provide the level of support services required; and
- Availability of support services at alternate locations.

The Principal will ensure that the established criteria are applied equitably to all applicants.

Waiting Lists

Waiting lists for each current year will only be established if necessary for non-local students. If a waiting list is established then parents will be advised in writing if their child is to be placed on a waiting list and his or her position on it. The waiting list is only current for the current school 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. If the matter is not resolved at the local level the parent may consider appealing the decision to the School Education Director who will make a determination.