Enrolment of students at Narrabeen Sports High School will be guided by the following policy.

This document should be read in conjunction with the school's Attendance Policy and the Department of Education and Communities Policy and Procedures for Enrolment.

Enquiries regarding this policy should be directed to the Principal in the first instance.

**NARRABEEN SPORTS HIGH SCHOOL DESIGNATED INTAKE AREA**

The drawing area of Narrabeen Sports High School comprises the suburbs of Narrabeen, Elanora Heights, Collaroy, Warriewood, Ingleside and part of Mona Vale.

**ENROLMENT BUFFER**

Narrabeen Sports High School has permanent accommodation to cater for approximately 1200 students. This number is the enrolment ceiling. Within this number a total enrolment buffer of 50 will be maintained to allow for enrolment of local students during the year.

There are 59 permanent teaching spaces. In 2013 current space demand for 23 spaces is based on the school enrolment of 412.

After new enrolments are accepted at the commencement of each school year an enrolment buffer based on historical evidence will be established for each year group.

At capacity buffers will apply to each year group as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Buffer</th>
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<tbody>
<tr>
<td>Year 7</td>
<td>7</td>
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<tr>
<td>Year 8</td>
<td>8</td>
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<tr>
<td>Year 9</td>
<td>10</td>
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<td>Year 10:9</td>
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<td>Year 11:12</td>
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<tr>
<td>Year 12:4</td>
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</tbody>
</table>

Enrolment places within the buffer will not be offered to non-local applicants. With the exception of enrolments at the beginning of the school year, non-local placements will not be accepted if disruption of the school routines will occur.

**WAITING LISTS**

Waiting lists will be established whenever demand for places exceeds the enrolment ceiling minus the established enrolment buffer.

**ENROLMENT CEILING**

The enrolment ceiling for Narrabeen Sports High School is 800 students. A buffer of 50 places will be applied from the commencement of each year. Due to the current small enrolment of Narrabeen Sports High School within the context of the enrolment ceiling and available space, a proportional buffer will be applied to ensure space in each year is maintained for local enrolments. This proportional buffer is for 2012 and 2013 and will be reviewed at the end of this period.
CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS

Narrabeen Sports High School will accept applications for enrolment from students who do not reside in the local enrolment area. The decision to enrol any new student who does not reside in the local enrolment area is based upon the positive transition into our school and that student adhering to the values of Narrabeen Sports High School. Evidence will be sought from the student’s previous school to assist in a fair and equitable decision being made which is in the best interests of Narrabeen Sports High School and the student seeking enrolment.

If the student is seeking to leave another high school in the Northern Beaches area, the Principal of that school will generally be contacted as a matter of courtesy. The exception to this could be selection into Narrabeen Sports High School Scholastic and Sporting Academy. Criteria for selecting non-local applicants will be published periodically in the school newsletter and the on school web site.

Selection criteria include:

- Academic and behavioural conduct at current school (ie: student will transition into NSHS easily and adhere to our school values).
- Availability of appropriate staff and permanent classroom accommodation.
- Application to the Northern Sydney Scholastic and Sports Academy and eligibility under the selection criteria for programs within the Academy.
- Proximity and access to the school.
- Siblings already enrolled at the school.
- Availability of subjects or combination of subjects.
- Medical reasons.
- Special interests and abilities.
- Compassionate circumstances.
- Structure and organisation of the school

Other factors as raised by parents/caregivers on the application form will be considered.

When requested the decision to accept or reject an application for non-local placement will be provided to the parents/caregivers in writing.

Where demand for the non-local placements exceeds availability, a placement panel will consider and make recommendations on all non-local applications.

Upon initial acceptance into Narrabeen Sports High School, non-local placements seeking a position in the Northern Sydney Scholastic and Sports Academy, will be on a month trial basis. The school reserves the right to decline final enrolment of the student if he/she does not demonstrate suitability for the Northern Sydney Scholastic and Sports Academy based upon the following of school policies and rules such as uniform, behaviour and aptitude to work. The student would be expected to return to their local high school.

PLACEMENT PANEL

The placement panel will include the Principal and usually a staff member and a school community member. The panel will be chaired by the Principal who will have the casting vote.
The decision to accept or decline an application will be based solely on the student meeting the criteria for out of area enrolment, matters raised on the application form and within the context of the enrolment ceiling and year group buffer(s) defined annually.

All decisions of the panel will be recorded and minutes taken of meetings will be kept and made available on request to the Director of Public Schools.

APPEALS
Appeals must be made in writing to the Principal who will attempt to resolve the appeal.

ENROLMENT OF STUDENTS WITH SPECIAL LEARNING NEEDS

The following issues will be considered whenever an application is received from a student with disabilities:-

* Targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes.
* Special classes within regular schools.
* Special schools.
* Modifications to buildings to facilitate access.
* Provision of specialised equipment and technology.
* Special transport services.

The Principal will convene the placement panel to appraise the educational needs of the student. The appraisal will involve parents/caregivers and will be based on such factors as:-

* Curriculum needs.
* Mobility.
* Social skills.
* Personal care.
* Communication.
* Supporting documentation where available.

EXCHANGE STUDENTS AND INTERNATIONAL STUDENTS

Narrabeen Sports High School traditionally enrols a large number of exchange students and International students. Students can be enrolled providing a student has an Authority to Enrol issued through DEC International. Enrolment will be at the discretion of the Principal.

This policy was last revised in October 2013

Lance Berry
Principal
DEC ENROLMENT POLICY AND PROCEDURES

LEGISLATIVE CONTEXT

Public Education in New South Wales exists to provide high quality education for all students. The Education Act (1990) outlines, among other things, the objects of education and the legal requirements for compulsory schooling. In brief, the legislation provides that every eligible child has the right to enrol in his or her local government school, and that every parent of a school-aged student has a duty to ensure that their child attends school (Education Act, Sections 34 and 34a).

At the same time, the Department has an obligation to ensure that the systems of work and the working environment of its employees are safe. It is also required to obtain and use, as appropriate, information to ensure both the health and safety of its employees at work and of others who come onto Departmental sites. In this context it is reasonable that principals should have available to them, prior to enrolment procedures being completed, information that is relevant to a risk assessment of a prospective student (Occupational Health and Safety Act, Sections 8 and 20).

In addition, attention is drawn to the Commonwealth Disability Discrimination Act (1992) and the consequent Standards for Education (2005) in order to ensure that enrolment policies and practices are transparent and non-discriminatory and students with disabilities are treated on the same basis as their peers without disabilities.

GENERAL PRINCIPLES GOVERNING ENROLMENT

- Parents/carers are entitled to seek enrolment of their child at the local secondary school that is designated for the intake area within which the child’s home is situated and which the child is eligible to attend.

- In addition to seeking enrolment at their local secondary school, Year 6 parents/carers are entitled to apply for placement of their children in up to three non-local secondary schools under the Department’s current Year 6-7 enrolment procedures.

- Parents/carers may seek to enrol their child in the secondary school of their choice but they should recognise that they have priority only in their designated local secondary school.

- Schools are required to establish an enrolment buffer to cater for anticipated future local enrolment demand, thereby seeking to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.

- Schools are required to have a written policy which states the criteria upon which non-local enrolments will be accepted.

- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

- Students seeking to enrol in a NSW public school should have an Application to Enrol in a NSW Government School completed on their behalf for consideration by the school principal.

Designated intake areas

The Education Act 1990 (Section 34) refers to designated intake areas for schools. Children are entitled to seek to be enrolled at the local secondary school that is designated for the intake area within which the child’s home is situated and which the child is eligible to attend. These designated intake areas are determined by the Department through a process involving consultation between Asset Management, school education directors and principals. The establishment of designated intake areas for local secondary schools leads to the concept of designated local secondary schools.

Not all secondary schools, however, have a static designated intake area, e.g. selective high schools and specialist high schools with separate selection procedures. In addition, there are eight single-sex high schools in Northern Sydney Region which have a limit on the number of enrolments they can accept and as a result, successful placement in these schools depends on a set of placement criteria determined by each school, with
residential proximity being a key factor. Please note that in these schools the actual size of the intake area will vary each year depending on the number of applicants seeking placement and where these applicants actually live.

**Enrolment ceilings**

Each school is required to establish an enrolment ceiling based on available permanent accommodation. Demountables are not usually counted towards the enrolment ceiling unless replacement accommodation is under construction. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments that result from acceptance of non-local students.

**Enrolment buffers**

Within this enrolment ceiling schools are required to establish an enrolment buffer to accommodate local students arriving throughout the year. This buffer should be determined in consultation with the school education director, where appropriate. The size of the buffer should be based on both historical data, e.g. past enrolment trends and enrolment fluctuations, and on current knowledge of changes in the local area, e.g. the number of families moving into or out of the area, establishment of a new subdivision, changes in local employment opportunities. Places in the buffer are not to be offered to non-local students.

In the case of secondary schools, the number of students exiting Intensive English Centres and the Intensive English High School should also be taken into account, where appropriate. It is also advisable to contact local Intensive English Centres and the Intensive English High School to discuss future potential enrolments.

**Placement panels**

In schools where demand for non-local places exceeds availability, the school should establish a placement panel to (a) consider all non-local applicants against the school’s published placement criteria, and (b) develop an ordered list of non-local applicants who satisfy the criteria. This list would then provide a basis for decisions about offering of places, placement on the school’s waiting list and declining of non-local applications.

The composition of the placement panel is to be determined locally but should include at least one staff member (other than the principal) and one school community member nominated by the school’s P&C Association or parent body. The panel will be chaired by the principal who will have a casting vote if necessary.

The principal, in determining the placement criteria to be applied to non-local students, should consult with the school community and the school education director. The placement criteria must be consistent with the general principles governing enrolment and should be readily available to any interested parent/carer.

The application of the placement criteria to individual students is the responsibility of the placement panel. The recommendations made by the panel must be made within the context of the agreed enrolment ceiling and enrolment buffer kept for local students arriving later in the year.

In applying the placement criteria to individual non-local students, the panel should consider only that information provided in writing through the application and should not consider separate or additional oral submissions. However the panel may seek further information or clarification when required. The placement panel should also make a record of its decisions and minutes of its meetings are to be made available to the school education director upon request.

**Placement criteria for non-local students**

The criteria to be applied in determining the selection of non-local students must be documented and made available, in advance, to parents/carers who are interested in enrolling their children.

In addition to the availability of appropriate staff and permanent classroom accommodation, the placement criteria could include factors such as:
- special programs such as Sporting,
- proximity or access to the school,
- siblings already enrolled at the school,
- access to single-sex education or to co-education,
• disability or medical-related reasons,
• safety and supervision of the student before and after school,
• availability of subjects or combinations of subjects,
• special interests and abilities,
• contribution to the school community,
• appropriate academic and behavioral conduct,
• compassionate circumstances or
• the structure and organisation of the school.

Please note that these possible criteria are not definitive nor are they listed in any priority order.

The principal will ensure that the agreed placement criteria for the school are applied equitably to all non-local students. Parents/carers are to be provided with an explanation of the decisions of the placement panel in writing. The agreed placement criteria must be forwarded to the school education director prior to the placement panel meeting to consider any non-local applications.

Waiting lists
Waiting lists will be established for non-local students who meet the placement criteria but for whom a place is currently not available. Parents/carers will be advised in writing if their child is to be placed on a waiting list and of his/her position on this list. The size of the waiting list reflects realistic expectations of potential vacancies. Waiting lists are current for one year.

Appeals
Where a parent/carer wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The principal will seek to resolve the matter. If the matter is not resolved at the local level the school education director will consider the appeal and make a determination. The school education director will consult with the relevant principals and school communities as necessary. The purpose of the appeal is to determine whether the stated criteria in the school policy have been applied fairly.

In the event that an appeal is upheld in relation to a student being declined placement at a school, this will be treated in ERN as if the student had been placed on the school’s waiting list but has now been accepted.

Responsibilities of the Principal
With regard to enrolment, the school principal is responsible for:
• developing a school enrolment policy for non-local students
• informing present and prospective members of the school community about the educational provision offered at the school
• managing the school’s enrolments within the resources provided to the school
• advising the school education director of enrolment and curriculum trends in the school
• maintaining accurate and complete enrolment data
• establishing an enrolment ceiling based on available permanent accommodation
• determining an enrolment buffer to cater for anticipated local demand during the year
• establishing a placement panel for consideration of non-local expressions of interest
• documenting and promulgating to parents and the school community the criteria for placement of non-local students
• making decisions on non-local enrolments at the school level wherever possible
• implementing the Department’s policies on enhanced enrolment procedures, in the interest of improved risk management in schools
• ensuring that the procedures outlined in this reference guide are followed and that the timelines and related ERN requirements are completed as required.