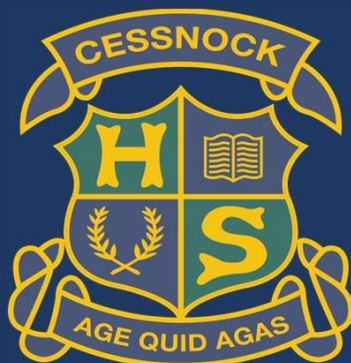


CESSNOCK HIGH SCHOOL



STUDENT ENROLMENT

Principal
Mr Peter Riley

EST. 1937
What e'er you do, do well

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PROCEDURES AND PROTOCOLS

Entitlement to enrol

Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

Schools require an Authority to Enrol for each temporary resident and international student enrolment which is issued by DE International and the Temporary Resident Program.

Local Enrolment

To determine if a student resides within the school's local intake area, parents should use the School Finder tool: <https://my.education.nsw.gov.au/school-finder>

Residential address check

Under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. However, any requests for proof of address must be reasonable in the circumstances.

Schools that are at or nearing their local enrolment buffer as calculated in accordance with sections 9.1 and 9.2 will use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
2. Any of the following 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement	20 each
3. Any of the following documents 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this	15 each

* up to three months old

Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check requirements when assessing a child's entitlement to enrol at the school. If this is to occur, principals are required to seek the approval of the Director, Educational Leadership.

PROCEDURES AND PROTOCOLS

Enrolment applications

Parents may seek to enrol their child directly at their local public school by completing the Application to enrol in a NSW Government school form. Translated enrolment forms are also available. Principals can seek any information they consider to be of assistance in determining if a student is a local enrolment, see Legal Issues Bulletin Number 3 for further information. Parents seeking to enrol their child in a school other than their local public school should contact the school to determine availability of places and selection criteria if demand exceeds availability. The school will notify parents of the result of their application. Further information for parents is available on the Enrolment website: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

Enrolment cap

An enrolment cap for a school is established centrally, based on available permanent accommodation.

Local enrolment buffer

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. The size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area. The size of the local enrolment buffer is set locally by the principal and approved by the Director, Educational Leadership. It is reviewed annually and set in time for assessing applications for the following year's enrolment intake. Places in the local enrolment buffer are not to be offered to non-local students.

The enrolment buffer for Cessnock High School is the equivalent of 4 student positions per class across a year group.

Non-local enrolment

Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level.

Except for enrolments at the commencement of the school year, schools that have not reached their local enrolment buffer level should only accommodate non-local enrolments into classes with available places. In schools where demand for non-local enrolment exceeds the number of available places below the enrolment buffer, the school must develop non-local enrolment criteria and establish an enrolment panel to consider and make decisions on all non-local enrolment applications.

Application

Non-local enrolment applications include the Application to enrol in a NSW Government school <https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/enrol-k12.pdf> and a non-local enrolment application form. The non-local enrolment application form is developed by the school and requires the applicant to address the selection criteria and provide supporting documentation. Parents of non-local students transferring from Year 6 to Year 7 at the beginning of the school year, should complete section C in the Expression of interest - Placement in Year 7 in a NSW Government school form and provide supporting documentation.

PROCEDURES AND PROTOCOLS

Criteria

Criteria for the enrolment of non-local students has been developed by the Principal, after consultation with the school community.

Criteria for non-local enrolment applications:

- siblings already enrolled at the school
- proximity and access to the school
- medical reasons
- availability of subjects or combinations of subjects
- compassionate circumstances

Criteria not considered includes student ability, performance or achievement.

Enrolment panel

When demand for non-local enrolment exceeds the number of places available below the local enrolment buffer the school will establish an Enrolment Panel to consider all applications against the above criteria. Panels are convened in weeks 3 and 8 of each term.

Panel Members:

- School Executive: Chairperson
- Staff member nominated by the Principal
- School community member nominated by the school's parent organisation

Waiting list

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies

Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the Principal and sets out the grounds of the appeal. If necessary, the Principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The purpose of the appeal is to determine whether the stated criteria have been applied equitably. The Principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership. The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.