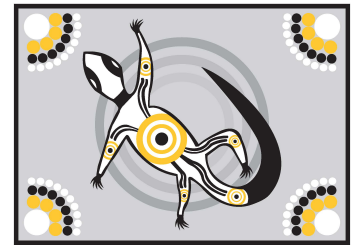




Cessnock High School

## ENROLMENT POLICY



Cessnock High School is a comprehensive coeducational community high school that is a member of the Cessnock Community of Great Public Schools.

The information contained in the policy is consistent with the guidelines outlined in the NSW Department of Education policy *Enrolment of Students in Government Schools*

### Document Links

1. Enrolment of Students in NSW 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>
2. Legal issues Bulletin No. 43  
<https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbulletin/bulletin43.pdf>
3. DEC – Enrolment Guidelines for Schools (Students with Violent Behaviour)  
<https://www.det.nsw.edu.au/media/downloads/legislation/mhsguidelines.pdf>

### General Principles

- Parents may seek to enrol their child in the school of their choice
- 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. These enrolments are called local enrolments.
- School local areas are determined by the Department of Education through a process involving consultation between relevant parties
- No person, in seeking enrolment will be discriminated against on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status

### Enrolment Ceiling and Buffer

Cessnock High School has an enrolment ceiling that has been established based on available permanent accommodation.

Within this enrolment ceiling, a buffer has been determined to ensure that new local students arriving throughout the year can be accommodated. Places within the buffer are not offered to non-local students. The enrolment ceiling and buffer are reviewed annually.

### Non-local Enrolment Applications

Students who reside outside the Cessnock High School local area can make an Application for Enrolment at the school.

The 15 public schools across Cessnock work together cooperatively to deliver quality academic and wellbeing outcomes for over 4000 students in this community. Together we are known as the Cessnock Community of Great Public Schools (CCGPS). The CCGPS are united in the enrolment of all students within the Cessnock area that is consistent with the Department of Education policy and takes into account the wellbeing of the student.

Accordingly, we encourage all families to seek enrolment for their child at their local school. For more information about your local school go to the Schools Locator at

<https://online.det.nsw.edu.au/schoolfind/locator/>

or contact your school directly to confirm designated intake zones.

All non-local applications will be considered by the principal and where appropriate the school enrolment Placement Panel. The Placement Panel will, consider the information provided in writing on the application, advise and make recommendations to the principal.

Note: The decision regarding whether a non-local student may be enrolled is initially made within the context of the school enrolment ceiling and buffer.

Process for application for non-local enrolment:

- 1) Contact your local school to schedule an appointment with the Principal or Deputy Principal to discuss any issues surrounding local placement
- 2) If it becomes apparent that a non-local enrolment is supported, the Principal of your local school will contact the Principal of the non-local school to discuss the matter
- 3) The Principal of the non-local school will contact the parent to schedule an enrolment interview
- 4) A parent may wish to provide evidence to support medical or compassionate circumstances for enrolment.

#### Additional Criteria for Non-local Applications

- proximity and access to the school
- siblings already enrolled at the school
- medical and compassionate circumstances

#### **Waiting Lists and Appeals for Non-local Applications**

Consistent with Department of Education policy, parents may appeal the decision not to offer a student a non- local enrolment. Appeals, initially, should be made in writing to the principal. If this appeal is unsuccessful then a further appeal can be made. The principal will advise parents of the appropriate procedures for further appeals.

Where necessary the principal will establish a waiting list for non-local students. The parents of students who are placed on a waiting list will be advised in writing. This written information should include details relating to a student's position on the list and an estimate of likely vacancies.

#### **Proof of Residence**

The principals can seek any information they consider to be of assistance in determining address. Such evidence may include council rate notices, accounts for electricity, gas, water or telephone bills, lease documents or electoral enrolment confirmation.

If a person claims they are living with someone with no formal lease arrangements the principal can ask for a statutory declaration from them and/or the landlord.

#### **Proof of Age and Name**

While a birth certificate is the primary document that establishes a child's date of birth, there is no legal requirement for the schools to rely on a birth certificate for this purpose.

If a birth certificate is not available, the principal can rely on a range of secondary documents such as a passport, a NSW Ministry of Health Personal Health Record or "Blue Book", a hospital birth card, baptism, christening, name giving or similar records.

Students under the age of 18 must be enrolled in and be known by the name which appears on their birth certificate, except in exceptional circumstances which can be discussed at the time of enrolment.

## Processing Enrolment Applications

The receipt of an Application for Enrolment does not necessarily lead to an immediate enrolment and attendance at school. In order to facilitate the smooth transition of a new student the principal will seek information from the student's previous school. Where this process is likely to take more than 2 weeks (see link to Enrolment Guidelines) the parents should be advised in writing indicating when it is likely that the enrolment will be completed.

## Placement Panel

The composition of the placement panel will include at least one staff member, other than the principal, and one school community member nominated by the school's parent organisation. The panel will be chaired by the principal who will have a casting vote.

## Cessnock High School - Enrolment Ceiling and Buffer Details

***A ceiling is determined by how many students a timetable can be constructed for so that the number of classes for any one timetabled period does NOT exceed the total number of available classrooms***

X = Permanent teaching spaces

Ceiling =  $(X*13*23)/(23*0.28+13*0.72)$  Example

CHS Permanent teaching spaces = 54

CHS Ceiling

$=(54*13*23)/(23*0.28+13*0.72)$   
 $=1022$  (rounded to nearest whole number)

Years 7-10 Ceiling = 30 students in each English class

Buffer = 2 spaces in each English class (no non-local students once class = 28)

Years 11-12 Ceiling = 24 students in each English class

Buffer = 2 spaces in each English class (no non-local students once class = 22)