



# Figtree High School

## Enrolment Policy and Procedure

***This policy covers all enrolments according to the Department of Education:***

***Enrolment of Students in Government Schools***  
***A Summary and Consolidation of Policy***

### Guidelines

1. Parent/Carer contacts school indicating interest in enrolment. School Administrative staff prepare the appropriate Local or Non-local Expression of Interest and issue to the relevant Deputy Principal.
2. The Deputy Principal conducts an interview with student/parent/carer and contacts student's previous school if applicable. Former school reports and other supportive documentation should be brought to the interview. A second interview with the Principal may be required.
3. If accepted, the parent/carer completes relevant enrolment forms and provides three (3) items verifying their current address, their child's birth certificate/passport, school reports and any other relevant or requested information.
4. The Principal approves or declines the enrolment application. The relevant Deputy Principal notifies parent/carer of the outcome and negotiates a start date.
5. If approved, courses and electives are selected with the Deputy Principal according to availability. The relevant Year Adviser places the student into appropriate classes, after consultation with the curriculum Head Teachers.
6. The Year Adviser meets with the student on their first day of enrolment. They organise a student escort to orient the student to the school environment and facilitate the signing in of the new student with Head Teachers.
7. The Year Adviser returns the completed course selection form to School Administrative staff to enter into database and produce a timetable for the newly enrolled student.

### General Principles Governing Enrolment

- 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.
- Parents may seek to enrol their child in the school of their choice but should understand that they have priority only at their designated local school.

- 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.
- Schools are required to set an enrolment number to cater for anticipated future local demand and to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

## **Criteria for non-local enrolment applications**

In assessing, the application of the criteria for Year 6 into Year 7 a panel will be formed.

The panel consists of the Principal, one staff member and one community member. The panel will be chaired by the Principal who has the casting vote.

The panel will only consider and make recommendations based on matters presented on the appropriate application form and not oral or other submissions.

All other non-local enrolments will be assessed by the criteria below and decided by the Principal.

### **Criteria for the panel to base their decision on could include:**

- Availability of subjects or combinations of subjects
- Compassionate circumstances
- Medical reasons
- Proximity and access to the school
- Safety and supervision of the student before and after school
- Siblings already at the school – up to Year 10 when the Year 7 student commences
- Special interests and abilities

Parents will be provided with an explanation of the decisions of the panel in writing. Where the parent wishes to appeal the decision of the placement panel, the appeal should be made in writing to the Principal.

Should the need arise, a waiting list may be established for non-local students. Waiting lists are only current for one year.