Innovative Learning Pathways

TWEED RIVER HIGH SCHOOL
ENROLMENT PROCEDURES

ENROLMENT AREAS

NSW Government schools have specific local enrolment areas. The designated intake areas are determined by the Department of Education. These schools ensure that there are enough places for students who reside in their local enrolment area.

Although preferable, designated local schools may not always be the closest public school to your home. Schools work with their local community to provide advice on public transport availability.

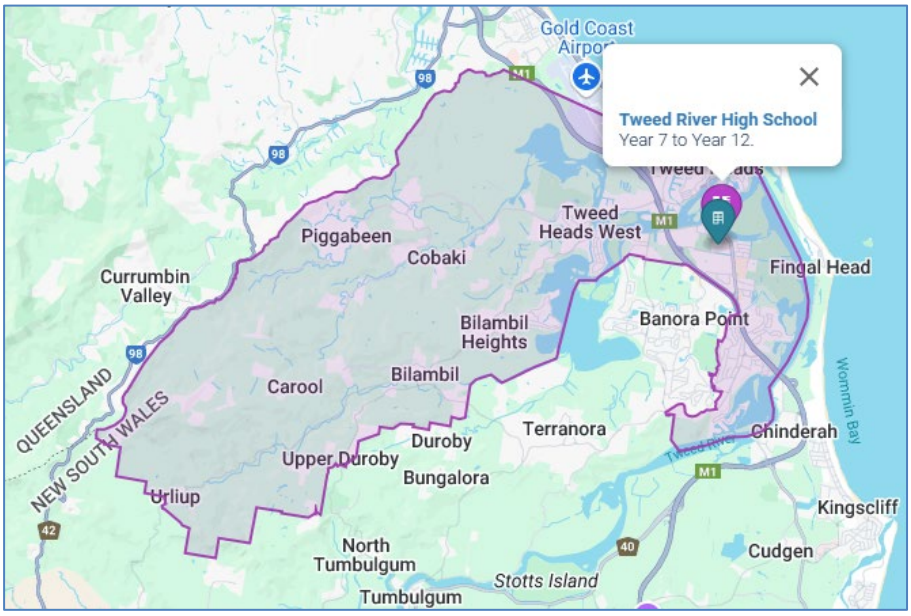
LOCAL ENROLMENT

If you live in our intake area and would like to apply to enrol at our school, start by submitting an **online enrolment** application. Online enrolment is currently only available for Australian or New Zealand citizens and permanent residents.

If you are not able to apply online or you prefer not to, download the paper **application to enrol** (PDF 768.4KB) form. Please complete the form in English.

When you are completing your online enrolment you will be asked to upload the following documents; Proof of the student's residential address (eg Council Rates Notice, Residential Lease, Electricity Account or Statutory Declaration), birth certificate or identity documents, Australian Immunisation Register (AIR) Immunisation History Statement (required for all students enrolling in NSW Government schools for the first time), copies of any family law or other relevant court orders, copies of medical/healthcare or emergency action plans, evidence of any disability or other supports needs, diagnosis paperwork and learning and/or support plans.

To determine if a student's home is within a school's local intake area, please use the School Finder App or refer to the map below.



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NON LOCAL ENROLMENT

The enrolment procedure for out-of-zone applications at Tweed River High School is designed to ensure a fair and comprehensive assessment of each application. The process begins with parents or guardians submitting an online out-of-zone enrolment application to the school. This application must include all relevant documentation, as well as clear reasons for seeking enrolment outside of the designated zone.

Upon receipt of the application, the Enrolment Officer conducts an initial review to assess the completeness of the submission. The Enrolment Officer ensures that all required documentation has been provided and that the application is ready for further evaluation which includes chasing up background information from the applicants previous school if required.

Following this initial review, a meeting is convened involving the Deputy Principal (DP), Learning and Support Teacher (LaST), Year Adviser, and a community member, such as a representative from the Parents and Citizens (P&C) association or a local community leader. During this meeting, the team collaboratively evaluates the educational needs of the applicant, as well as how the proposed enrolment aligns with the school's programs and overall culture. The community member contributes valuable insights regarding the potential impact of the enrolment on the school community and how the applicant may enhance the overall school environment.

The panel collectively reviews the student's application, discusses the input from each member, and evaluates the application against the established criteria for out-of-zone enrolment.

To determine the appropriateness of accepting the application, the panel considers various factors, including:

- **Exceptional circumstances** that may justify the enrolment outside of the designated zone.
- **Specialised programs** that align with the student's interests, such as:
    - Clontarf Foundation
    - Broncos Program
    - Aboriginal Culture Programs
    - Sport Development Program
    - Creative and Performing Arts
    - Dance Programs
    - Academic Programs
    - Vocational Education and Training (VET)
- **Existing siblings** currently enrolled at the school, promoting family continuity.
- The applicant's demonstrated commitment to engaging with the school community.
- Whether the school can better meet the **academic or social needs** of the student compared to local schools.

After reaching a consensus, the school formally communicates the panel's decision to the parents or guardians in writing. If the application is accepted, the school provides detailed information regarding the next steps for enrolment.

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Appeal Process

If the application for out-of-zone enrolment is unsuccessful, parents or guardians have the right to appeal the decision. The appeal process is as follows:

1. **Submission of Appeal**: Parents or guardians must submit a written appeal to the school within 14 days of receiving the decision. The appeal should outline the reasons for the appeal and any additional supporting documentation.

2. **Review by the Principal**: The appeal will be reviewed by the Principal, who was not involved in the original decision. The Principal will consider the original application and any new information provided.

3. **Decision Notification**: The Principal will communicate the outcome of the appeal to the parents or guardians in writing within a reasonable timeframe. If the appeal is successful, the school will provide details regarding the next steps for enrolment. If unsuccessful, the letter will include reasons for the decision.

This structured procedure at Tweed River High School ensures that all out-of-zone enrolment applications are assessed equitably, allowing for informed decision-making that aligns with the school's commitment to fostering a supportive and inclusive educational environment.

ENROLMENT CAP

The Enrolment Cap for a school is based on permanent classroom accommodation. This is determined by the Asset Management Unit.

The enrolment cap for Tweed River High School is 1150

LOCAL ENROLNENT BUFFER

Within the enrolment cap, a number of enrolment places must be set aside for the enrolment of local students arriving throughout the year. The size of the buffer will vary at each school based on historical data and enrolment fluctuations.

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 determined in time to assess applications for the following year's enrolment intake. Places in the local enrolment buffer must not be offered to non-local students.

At Tweed River High School, the enrolment buffer for 2025 is 10% (59 places). The school can accept and process both local and non-local enrolments online.

ENROLMENT TIME FRAME

It is anticipated that the enrolment of students should be completed within 15 school days of the school receiving an application. If circumstances suggest that this timeframe is not sufficient, Principals are required to consult their Director, Educational Leadership.