



TERRIGAL HIGH SCHOOL

Charles Kay Drive, TERRIGAL. NSW 2260

Tel 02 4384 4677

Email terrigan-h.school@det.nsw.edu.au

ABN 19 317 103 716



Education &
Communities

ENROLMENT POLICY

Introduction

The Education Act 1990 requires students between the ages of six and seventeen to be enrolled in a government or registered non-government school and attend school each day that instruction is provided, or to be registered for home schooling. It is the duty of the parent or caregiver of the student to ensure these obligations are fulfilled. Risk assessments are carried out on students with a history of violence who pose a threat to the safety of other students or staff at the school.

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.

Enrolment Numbers and Buffer

The enrolment ceiling for Terrigal High School is 1100 students based on available permanent accommodation. The school has set a buffer of 60 student positions, which is included in the total of 1100. Places in the buffer are not offered to non-local students.

Local Placements

Students who reside with a parent/guardian in the local catchment area and provide satisfactory evidence of a local address will be made an offer of proposed placement at the school. An application form must be completed and accepted by the principal before a confirmation of enrolment will be issued. The confirmation of enrolment will be considered valid on the condition that the student resides at a local area address at the time of enrolment.

Evidence of a Local Area Address

The school will seek evidence demonstrating local resident status through the provision of current original documents. These are:

- property ownership or tenancy documents in the name of the applicant's parent eg rate notice or tenancy agreement.
 - In the case of a tenancy agreement it is the school's expectation that families demonstrate a commitment to a local area residence through provision of a tenancy agreement of 12 months or more.

and

- Three forms of documentation, including at least one utility account statement (e.g., electricity, water, telephone, gas) or driver's licence displaying the name and local address of the applicant's parent.

Note: Special arrangements apply for students on accredited exchange programs.

Non Local Enrolment

A non-local enrolment is a student whose permanent residence is beyond the designated local enrolment area. Please refer to the attached list of streets that defines the school's local enrolment area. Parents or caregivers living outside the school's designated local area may apply to enrol their child(ren) at the school.

Places for non-local applicants will be considered in the light of whole school and each academic year's enrolment figures, given:

- the number of teaching spaces available, and
- sufficient buffer is available to accommodate possible new local enrolments throughout the school year.

Applicants seeking non-local placement in Year 7 for the upcoming year should complete and submit an *Expression of Interest* form available from their primary school or from the Terrigal High School office. Applicants seeking non-local placement in Years 8 to 12 should submit a *Request for Enrolment form* available from the Terrigal High School office. Applications will be considered with reference to each applicant's residential address and the following criteria:

1. Siblings currently enrolled and attending Terrigal High School.
2. Dire compassionate circumstances verified by a government agency or service such as Department of Community Services, Area Health Service, or Courts
3. Welfare reasons as negotiated between schools.

Please note: Satisfying one or more of the above criteria does not guarantee enrolment. Offers of enrolment to non-local applicants may only be made when places are available. Applicants who satisfy any one or more of the above non local enrolment criteria will not be made an offer of enrolment if places are not available.

Where the local area address of a student cannot be substantiated, the student's application will not be approved and the student will be placed on a waitlist until satisfactory evidence of a local area address can be provided. For students in Year 6 to 7 transition, the Expression of Interest will be forwarded to the next choice or local school. Waiting lists for each academic year may only be established if there are realistic expectations of places becoming available for non-local applicants.

In the case of a family where the parents share custody and one parent/guardian resides in the local area, interviews with each parent may be required to establish the living arrangements of the student. Proof of the residential address and identity documentation for each parent and copies of any family law court orders will need to be provided. Any other arrangements between the parents should be provided in writing.

Placement Panel

The placement panel consists of the Principal (chair), a staff representative and a school community member nominated by the P&C.

Appeals

Where a parent 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 the School Education Director will consider the appeal and make a determination. The School Education Director will consult with the Principal and school community as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.