

# Corowa High School Enrolment Policy

## Introduction

Corowa High School's Enrolment Policy reflects the NSW Department of Education's *Enrolment of Students in Government Schools* policy and provides information about the entitlements, requirements and procedures for the enrolment of students in our school.

The government school system in New South Wales exists to provide high quality education for all students. In brief, legislation requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

The general principles governing enrolment include:

- A student is considered to be enrolled when he or she is placed on the admission register of a school.
- A student should be enrolled in one school only at any given time.
- 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.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

## Local Enrolment from Partner Primary Schools

Corowa High School welcomes all new students who are part of the Corowa High School community. Students come to Corowa High School from the following partner primary schools:

- Balldale Public School
- Brocklesby Public School
- Corowa Public School
- Corowa South Public School
- Howlong Public School
- Lowesdale Public School
- Mulwala Public School
- Savernake Public School
- St Mary's Primary School, Corowa
- Rand Public School

Students from inter-state, eg Wahgunyah Primary School in Victoria, may also be allowed to enrol in Corowa High School depending on the extent to which they meet the criteria for non-local enrolment.

## **Non-Local Enrolment**

Corowa High School has an enrolment ceiling, based on the available permanent classroom space at the school, and an enrolment buffer which is used to accommodate local students arriving throughout the year. Where space is still available students who are non-local enrolments can also apply to attend our school. The criteria for the selection of appropriate candidates includes:

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school

Where there are limitations to the spaces available for non-local enrolments based on the enrolment ceiling, the school will convene a placement panel to consider and make recommendations on non-local enrolment applications. The composition of the panel includes 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.

## **Waiting Lists**

Waiting lists may be established for non-local students. Parents will be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list will reflect realistic expectations of potential vacancies.

Waiting lists are current for one year.

## **Enrolment of Non-Australian Citizens**

Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).

Education is compulsory for non-Australian citizens between the ages of six and seventeen holding a visa granting them permanent resident status and New Zealand citizens holding current New Zealand passports. Outside these ages, they may enrol under the same conditions as Australian citizens.

Exchange students enrol in NSW High Schools for a period of one to twelve months on student visas. Their enrolment is arranged with the principal by the exchange organisation prior to their arrival. Enrolment is at the discretion of the principal.

## **Part-Time Enrolment**

Students are generally enrolled in a school on a full-time basis. Part-time enrolment, however, is possible in some situations, including:

- students in Years 11 and 12 who choose the HSC Pathway option to accumulate units towards their HSC over several years
- students who undertake some of their studies external to the school
- students with disabilities involved in post-school options
- mature age students re-entering the school system
- students with medical conditions enrolling in distance education (medical documentation must be provided).

Any student seeking to enrol part-time should first consult the principal.

## **Enrolment in Distance Education**

The NSW Department of Education has made special arrangements to deliver full-time educational programs to those students who are isolated or whose special circumstances prevent them from attending school on a regular basis. The provision of Distance Education is primarily for the purpose of ensuring access to education for students who would otherwise have limited chances at educational participation.

An application to enrol is made through the local Distance Education Centre, which is Karabah High School, and all applications must be discussed and signed by the principal of the student's current school. Karabah High School can be contacted on (02) 6298 4333.

Single subject (Years 9-12) programs are provided to students who qualify for enrolment in the categories specified in the enrolment guidelines. This provision applies when the subject they wish to study is not available at Corowa High School.

Senior students who are able to satisfy isolation criteria and who wish to accumulate an HSC over a number of years may also seek enrolment in distance education. Educational programs for isolated students with disabilities are provided through the Distance Education Support Unit, a unit for students with special learning needs, of the Distance and Rural Education Directorate. Application is made directly to the support unit, telephone (02) 9798 6500, facsimile (02) 9798 6301.

Refer to *Distance Education: Categories and Procedural Guidelines for Enrolment 1997*, available from Distance and Rural Education Directorate.

## **Further Advice, Applications to Enrol and Information**

For further advice, applications to enrol or information please contact Corowa High School on (02) 6033 1889.