



PORT HACKING HIGH SCHOOL ENROLMENT POLICY

The school's local area is determined by the Department of Education (DoE). In accordance with the Education Reform Act 1990, this school will seek to ensure that every eligible local child will have a place at Port Hacking High School (PHHS), if he or she chooses to enrol here. In an endeavour to create an optimum learning environment, PHHS has determined the following enrolment policy to ensure a learning environment which maximises learning opportunities for all students.

PROCEDURES

VERIFICATION OF RESIDENCY

For a student to be enrolled as a local placement, parents/carers will be asked to provide **100 points** of evidence as per the General Guidelines below.

GENERAL GUIDELINES

- All documents **MUST** be in the name of the enrolling parent/carer, have the current residential address and must be originals or certified true copies;
- At least **ONE Category A** document is required;
- All documents must be current and;
- Personal references are not considered.

DOCUMENTATION

CATEGORY A (At least 1)	CATEGORY B (Maximum of 2)	CATEGORY C
50 points	20 points	10 points
Council Rates	Electoral Roll Registration (must be on the Roll for 12 months)	Drivers Licence
Land Valuation	Statutory Declaration	Mobile phone account
Electricity Bill	Insurance includes Property/Car/Health	Bank Account
Gas Bill	Motor Vehicle/Marine Vessel/Trailer (Registration)	
Current lease (must be a 12 month lease)		
Proof of purchase of residential property		

If a person knowingly provides materially false or misleading information to a school when making an application for enrolment, this may be an offence which has a penalty of up to 2 years imprisonment, \$22,000 fine or both (**Section 307B of the Crimes Act 1900**).

If a person provides a statutory declaration he or she knows to be false for the purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment (**Section 25A of the Oaths Act 1900**).

GENERAL PRINCIPLES

1. The school recognises and follows the procedures outlined in **Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (August 1997)**.
2. The school recognises the importance of its position within the local community and the ease of transport when attending a local high school. For these reasons, the school supports the local enrolment of students.
3. The school rejects any discrimination in enrolment on any grounds; including gender, race, religion, ethnicity, sexuality or physical disability (provided that the school has sufficient support services to deal effectively with the particular circumstances).
4. The school does not believe that it is generally advisable for new enrolments to be accepted in Term 4 of any year.

CRITERIA FOR NON-LOCAL APPLICANTS

Non-local placements will be offered after all local students have been offered.

The school receives a large number of applications from non-local students, particularly for placement into Year 7. All non-local applicants will be considered for enrolment. Applications for placement into Year 7 of the following year will be considered for enrolment by an *Enrolment Panel*. The school will accept non-local enrolments based on the following criteria (in no particular order). **No single criterion will guarantee automatic placement.**

Primary consideration will be given to:

- Academic performance/achievements as demonstrated through the application;
- Compassionate or family circumstances and;
- Leadership (Including social justice, SRC, and other civics and citizenship achievements).

Support consideration will be given:

- Access to co-ed education;
- Availability of subjects or combinations of subjects;
- Performing Arts (for example, band, dance, vocal, drama);
- Proximity and access to the school;
- Safety and supervision of the student before and after school;
- Siblings currently attending PHS;
- Special interests and abilities and;
- Sporting achievements.

The principal will ensure that the established criterion is applied equitably to all applicants.

WAITING LISTS FOR PLACEMENT INTO YEAR 7 THE FOLLOWING YEAR

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

APPLICATIONS FOR PLACEMENT IN OTHER CIRCUMSTANCES

- There are sufficient vacancies within the school's establishment limits to accommodate the student while still allowing for possible local enrolments.
- The student has a satisfactory record of attendance, behaviour and progress at the previous school/s of enrolment.
- The student should be able to travel to and from the school in a way that is considered to be reasonable and will not impact on their social and/or academic progress.
- Students should be able to obtain appropriate subjects to allow continuity of study. Suitable subjects are available to allow a relevant continuity of study.
- The student has no history of violence or drug-abuse at the previous school, unless it can be demonstrated that appropriate skills have been learnt to manage these behaviours.
- Students must show an appropriateness of age for the school cohort.
- The school is able to offer adequate human and physical resources to meet the needs of the enrolling student. This will depend heavily upon the student's educational needs and the availability of support services. In some circumstances, the level of support required will make it necessary for the Principal to direct students to an alternative enrolment.

APPEALS

Where a parent wishes to appeal against the decision of the Principal/Placement Panel, the appeal should be made in writing to the Principal. The school recognises that if the situation is not resolved at the local level, parents have a right of appeal to the School Education Director to make a determination. Such appeals would be successful only if the school has failed to follow its stated criteria, or has failed to observe any directions given in **Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (August 1997)**.

EXTENSION CLASS PLACEMENT INTO YEAR 7 THE FOLLOWING YEAR

PHHS provides two extension classes with differing entry criteria; 7P Extension Class: this class is selected from students' results from an externally sourced and marked exam. **Please note entry into 7P is via application and fees are applicable.** Application forms will be available from PHHS office or the PHHS website from mid-December. The exam is the General Achievement Test (GAT) developed by the University of NSW's 'Educational Assessment Australia' organisation. The exam is coordinated by PHHS and is sat in March of the previous year – whilst still a Year 6 student.

The Principal will offer placement into the 7P extension class to the highest ranked students who submit an **active Expression of Interest for Port Hacking High School** via their Primary School. Where practical, first round offers will not separate students on the same mark.

A waitlist will be established with the next highest ranked students who submit an **active Expression of Interest for Port Hacking High School**.

For the purpose of ranking students on the waiting list, if students achieve the same mark they will be separated by the following criteria:

1. Local enrolment with an active Expression of Interest with PHHS;
2. Non-local enrolment with an active Expression of Interest with PHHS nominated as first choice and a sibling attending PHHS;
3. Non-local enrolment with an active Expression of Interest with PHHS nominated as first choice and;
4. Non-local enrolment with an active Expression of Interest with PHHS nominated as second and third choice.

After applying the above criteria if students are still on the same rank, students will be separated at the discretion of the panel.

The second extension class, 7O, is selected based on acceptance of offer of enrolment from PHHS, academic reports, recommendation from the primary school and initial testing at PHHS.

PROCEDURES FOR ENROLMENT: SUPPORT UNIT

Parents seeking placement in the support unit, the parent/carer will need to complete both an EOI and an *Access Request* which is processed through the local panel procedures. For further information please contact District Office on 9531 3934.

PART-TIME ENROLMENT

Students are generally enrolled in the school on a full-time basis. In exceptional circumstances, however, part-time enrolments may occur. These circumstances might include:

- 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 and;
- Students with medical conditions enrolling in distance education.

ENROLMENT OF NON-AUSTRALIAN CITIZENS

Non Australian students must hold a visa, and may be enrolled under conditions set out in the booklet *“Conditions for Enrolment of Non Australian Citizens in NSW Government Schools.”* Temporary residents may be enrolled for the period specified on the visa. International students studying in NSW may enrol their school aged dependents. Students on a Visitor's Visa may enrol for a maximum of three months, but must arrange their enrolment through the International Students Centre (Ph: 02 9561 8209 or Fax: 02 9561 8613).

This enrolment policy has been developed with the agreement of the Principal, parents and the Director of Public Education.