YEAR 7 ENROLMENT PROCEDURES 2017

These procedures have been developed in response to the NSW Department of Education and Communities’ Procedures for Secondary Enrolment Transition Year 6, 2016 to Year 7, 2017. The timeline to be followed in determining Year 7 enrolments is that published each year in this procedures document.

Enrolment Ceiling and Buffer

A notional enrolment ceiling is established by the Principal, based on available permanent accommodation and organisation of classes in Year 7. The current ceiling [which does not include students placed in the Support Unit by the Placement Panel] is 186 students. This represents five classes of 30 students, one class of 24 students and 12 students in the Triple E class. Triple E operates on a separate timetable and cannot have more than 24 Year 7 and 8 students because of mandatory maximum class sizes in Technology and Art.

An enrolment buffer is essential to enable us to accommodate local students arriving during the following year [i.e. during Year 7], as well as incoming local students who seek enrolment before the beginning of Year 7. The latter commonly include applications from parents who have moved or been transferred to Wagga Wagga [especially defence force families], parents with children currently in non-government primary schools and parents who may have previously applied for non-local placement in either MAHS or KHS or who may have initially applied for enrolment at a non-government school in Wagga Wagga or elsewhere. The current buffer is 12 students, which means that the actual enrolment ceiling is 174 students.

Information to Parents

The Moving into Year 7 in a NSW government school in 2017 information guide and expression of interest form includes information about the enrolment procedures including possible reasons for seeking non-local placement.

An information evening for students and their parents/caregivers who wish to enrol in Year 7, 2017 at WWHS will be held on Wednesday March 16 at the school. This is advertised via a brochure delivered to our five partner schools and posted to other schools, including appropriate non-government schools. A reminder about the evening is also put on the school sign.

Expressions of Interest

The completed Expressions of Interest submitted by parents and caregivers are initially examined by the SASS officer responsible for enrolment, in conjunction with the Principal. It is sometimes necessary to request that a parent re-submit their Expression of Interest form in order to ensure the equitable assessment of all applications. Issues which sometimes arise include:

- the address given is different to that supplied by the child’s primary school
- details indicate that a family out-of-zone for WWHS but no appropriate application has been received
- the home phone number does not match the address given

Local Applications

A place will be reserved for students who live in the WWHS zone and departmental procedures then followed in relation to student information requests to primary schools and where appropriate, formal confirmation of enrolment.
Placement Panel for Non-Local Applications

The placement panel consists of the Principal, the incoming Year 7 Student Adviser, a representative of the P&C and the SASS officer responsible for entering data and cross-checking details in the expressions of interest.

A briefing sheet is given to members of the panel, with absolute confidentiality and accountability being essential.

The placement panel examines the non-local expressions of interest and assesses each in terms of the following criteria. These are given as examples of reasons for seeking non-local placement in the information section of the Expression of Interest form [with the exception of the reference to a single sex or co-educational school].

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

It is not essential for parents to include reasons in more than one category. In all cases, the Expressions of Interest are considered equitably and no students are discriminated against on the grounds of their gender, race, religion, ethnicity or disability. The P&C will determine in Term 1 each year which criteria are to have priority. For 2017, the panel has been asked to give priority to placing students who already have siblings at WWHS.

The panel considers only those reasons given on the Expression of Interest form, as well as any other relevant documentation provided with the application and any comment made by the primary school principal. The panel may seek clarification of issues raised by parents in the Expression of Interest form or request further information when required, from either the parents or the primary school. This is the responsibility of the Principal.

Notification of Decision

The placement panel records all decisions and parents are notified as per departmental procedures and timeline. There are three possibilities:

- the application is successful - a place has been reserved for the child at WWHS and a confirmation of enrolment form will be issued
- the application is unsuccessful, but the child has been placed on the waiting list
- the application is unsuccessful and the child will be allocated a place at their local high school

Waiting List

A waiting list of non-local applicants is established by the panel and will be activated should places become available. The list is only active until the end of Term 4 Week 3, unless exceptional circumstances apply. This is to enable the Year 6 students to participate in orientation procedures at their local school where their enrolment has already been confirmed. Parents must indicate that they wish their child to remain on the waiting list. The panel will construct the waiting list in priority order.

Appeals

An appeal against the decision of the placement panel must be made in writing to the Principal, who will liaise with the Director Public Schools before making a final determination.