

# Plumpton High School Student Enrolment Policy

## CRITERIA FOR YEAR 6 INTO 7 ENROLMENT AT PLUMPTON HIGH SCHOOL - AS PER WEBSITE

1. Students who live in area and all students from partnership primary schools (Plumpton, Glendenning and William Dean Public Schools).
2. Students who live out of area but who are able to demonstrate leadership, performance, sporting and or academic skills that are addressed at this school.  
Examples of criteria to be taken into account for non-local selection:
  - Availability of subjects or combinations of subjects
  - Special interests and abilities including Creative and Performing Arts, Media and Communications Industry, Robotics, Coding, Engineering and Forensic Science.
3. Students who live out of area and have siblings at the school.
4. Students who live out of area and have special learning, cultural or personal needs that can be addressed by the school.
5. Students who live out of area but have close proximity to the school
6. Students who live out of area and are directly related (children or siblings) of ex-students.
7. Students who live out of area and whose safety requires a geographic placement.

This policy has been developed while taking into account the requirements of the DET policy *“Enrolment of students in Government Schools”* (August 1997).

- 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 (See map – page 2 for PHS intake area).
- Parents may seek to enroll their child in the school of their choice.
- No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

The decision on where to enroll a student, and with what level of support, will depend on a number of factors, including a student’s educational needs, the expressed desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

### Enrolment Ceilings

For the year 2020 the following ceilings have been set.

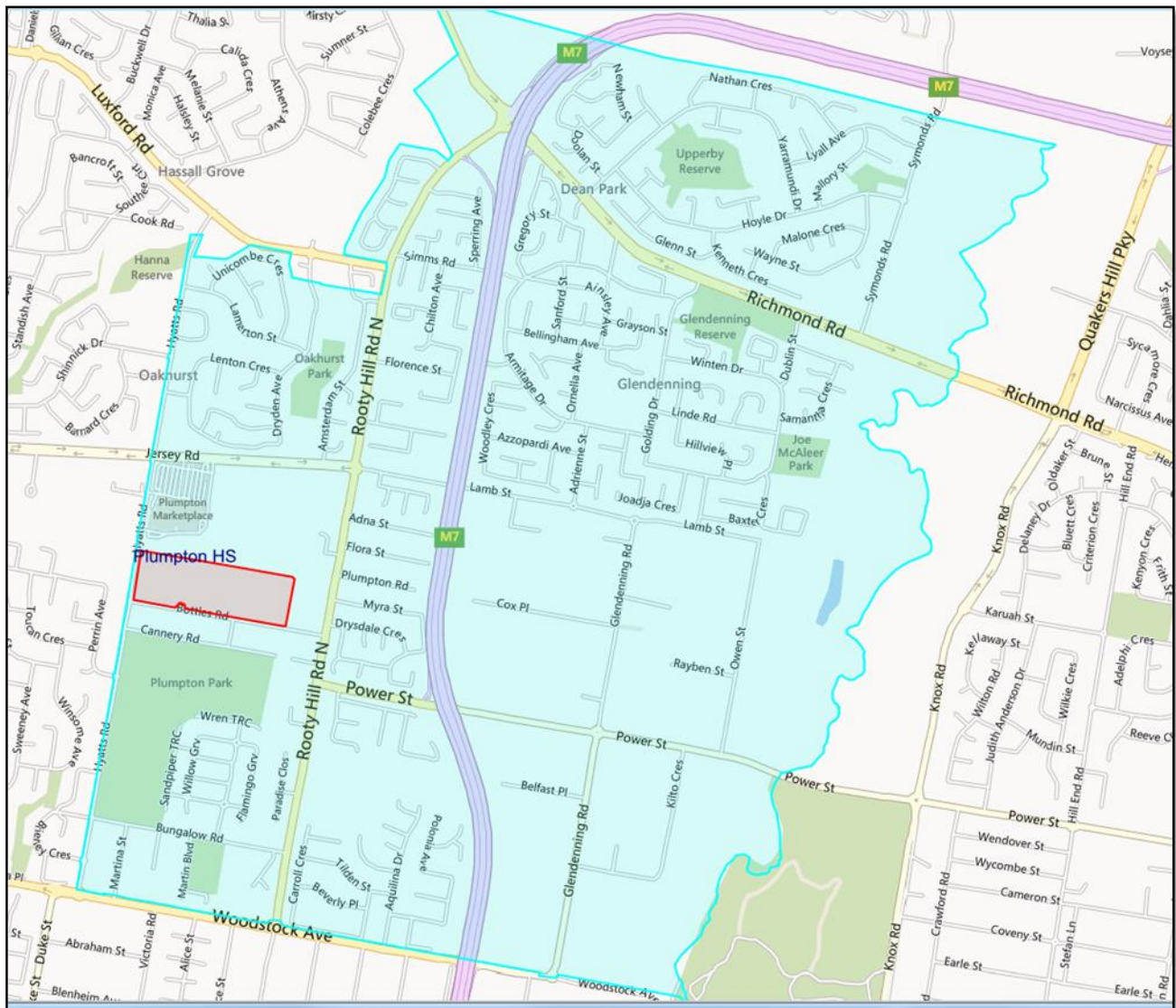
Year	Students	Year	Students
Year 6 - 2019	210		
Year 7	210	Year 10	210
Year 8	180	Year 11	Dependent on individual subject availability
Year 9	210	Year 12	

## Enrolment Buffer

A buffer of 5% for each year has been set to accommodate local students arriving throughout the year. That is, non-local enrolments can only be considered if the enrolment for a particular year group falls below 95% capacity. However, exceptional circumstances may be taken into account.

The principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they request it.

## Plumpton High School Intake Area



## Year 6 to 7 Placement Panel

The Placement Panel will consist of the Principal, a staff member (usually the year Adviser) and a representative from the school's parent organisation (when possible).

## Year 6 to 7 Enrolment Procedure and Criteria

Students from government primary schools will usually enroll in high school using the *High School Enrolment Application Form* proforma which will be sent to Plumpton High School from the primary school.

## Appeals

Where a parent wishes to appeal against the decision of the placement panel, the  
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appeal should be made in writing to the principal. The principal will seek to resolve the matter. If the matter is not resolved at the local level the Network Director of Public Schools will consider the appeal and make a determination.

### **Waiting List**

A waiting list will be compiled for all non-local students whose applications are initially unsuccessful. The waiting list will be renewed each year. At the end of each year, those still on the list will be requested to inform the school, via return mail, if they wish to remain on the list for the following calendar year.

### **General Enrolment Procedure:**

- Parents fill out a request for enrolment form
- The Deputy Principal for respective years will contact the family for an interview, if local or non-local criteria are satisfied. Parents are notified to bring relevant student reports and birth certificate or passport (if overseas student).
- Risk Assessment determination -Student information request sent to previous school of student (appendix 1)
- Student Interview - Family are given relevant enrolment package. Elective subjects and classes are selected. The potential enrolment date is determined provided the completed enrolment forms are returned, the student has signed out of the previous school, no risk assessment is necessary and any special provisions are in place. Copies of Birth Certificate and/or Passport and proof of address are taken.
- Notification is made to all faculties of the student enrolment.
- A Transfer Certificate is sort.
- A student number is allocated, the student added to ERN, SM Student Timetable and addition to relevant rolls on *Sentral* are completed.