



# KU-RING-GAI HIGH SCHOOL

## Enrolment Procedures – updated May 2021

These procedures have been developed by the school and should be read in conjunction with the NSW Department of Education's Enrolment of Students in NSW Government Schools Policy update and General Enrolment Procedures.

### Local Enrolment

A *local enrolment* is a student whose permanent residence is situated within the designated local enrolment area. The Ku-ring-gai High School catchment area is available on the School Finder website. See link on the school website.

For a student to be enrolled as a local placement, parents/caregivers will be asked to provide proof of residency using the Department's 100 point residential address check.

### Non-Local Enrolment

A *non-local enrolment* is a student whose permanent residence does not fall within the designated local enrolment area. Parents or guardians living outside the school's designated local area may apply to enrol their child/children at the school.

### Process for Enrolment

Before approving enrolment the principal will request background information previous government schools.

Where applicable, the school's Learning Support Team will determine strategies to support and assist the student on enrolment.

#### 1. Students moving from Year 6 to Year 7

All applications for Year 7 commencing the following year are submitted via primary schools, using the Expression of Interest form provided by the primary school. Year 6 students at non-government schools will need to contact Ku-ring-gai High School directly.

#### 2. Students in other years

Parents should contact the school to make an enrolment enquiry and provide the necessary documentation including proof of eligibility to enrol such as citizenship, proof of address and the last school reports.

An interview will be arranged with the Deputy Principal.

### Criteria for non-local placement

- Places for non-local applicants will be considered in the light of the whole-school and each academic year's enrolment figures, given:
  - the school's enrolment cap, determined by the number of permanent teaching spaces available, and
  - that sufficient buffers be left to accommodate possible new local enrolments throughout the school year.

- Non-local enrolment applications will be considered with reference to each applicant's residential address and the following criteria:
  - Siblings already enrolled at the school
  - Availability of subjects and combinations of subjects
  - Compassionate circumstances
  - Medical reasons
  - Proximity and access to the school
  - Structure and organisation of the school.

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 one or more of the above non-local enrolment criteria will not be made an offer of enrolment if places are not available, unless there are exceptional circumstances. Having a sibling enrolled does not automatically guarantee enrolment.

If the number of applications exceeds the number of student spaces available, a waiting list may be established.

Applications for non-local enrolment will be considered by the **School Placement Panel** which consists of an executive staff member, a teacher and a parent representative. The panel will:

- review applications in relation to the school's curriculum and vacancies available;
- consult with the Deputy Principal in relation to the school's curriculum and vacancies available;
- based on information available and the applicable non-local enrolment criteria, the panel will recommend enrolment or decline the application;
- successful applicants will be interviewed for possible placement by the Deputy Principal.

### **Appeals**

Where a parent/carer wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal outlining the grounds for the appeal. A further appeal may be made to the Director, Educational Leadership.

### **Enrolment of students with Special Needs**

Enrolment of students with special learning needs will be undertaken in collaboration with parents/caregivers, school staff and appropriate Department personnel to consider the full range of options available to meet the student's learning needs.

### **International Fee Paying Students**

International fee-paying students may apply for enrolment at Ku-ring-gai High School. Their applications must be made using the *NSW Government Schools International Student Application Form*, through DE International. The centre is responsible for the verification of the status of these students. The school will consider these applications in light of the availability of places.

### **Temporary Visa Holders**

These students may apply for enrolment at Ku-ring-gai High School. They should apply directly to the school and submit their application with proof of address, passport/citizenship and identity. They will need to book an interview with the enrolment officer who will assess their application. Authority to Enrol forms will be processed where applicable.