



## NEWCASTLE HIGH SCHOOL NON-LOCAL ENROLMENT PROCEDURE

### General Principle Governing Enrolment at Newcastle High School

The following guidelines apply to enrolment at government schools:

1. Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area.
2. Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.
3. School local areas are determined by the Department of Education.
4. Students may only be enrolled in one school at any one time.
5. The enrolment cap for Newcastle High School is 1320 based on 66 permanent classrooms.
6. Based on historical data, a buffer of 70 enrolment places has been allocated to accommodate local students arriving throughout the year. Therefore, once student enrolments reach 1250 students, Newcastle High School is unable to enrol non-local students.

### Non-Local Enrolment

A student who resides outside the intake zone for Newcastle High School, regardless of which primary school they attend. Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level.

Parents/carers are required to complete and submit a Non-Local Application. Where demand exceeds availability of enrolment spaces, a placement panel will consider all non-local applications. They will determine the students who will be offered a place for enrolment and the remainder will be declined and placed on a waiting list.

If a student is to be offered an enrolment place, the deputy principal will arrange an appointment as soon as possible. The parent/carer will be provided with the enrolment package at this interview.

### Criteria for Non-Local Placement

It is the decision of the enrolment panel that if accommodation and staff are available. The schools' placement criteria is as follows:

- siblings already enrolled at the school
- attendance at a partner primary school
- proximity and access to the school
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- compassionate circumstances
- structure and organisation of the school
- recent change in the local intake area boundaries

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



# Newcastle High School

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## **Waiting Lists**

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies.

## **Appeals**

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the principal is not on the enrolment panel, the principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership.

The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.



