



Newcastle High School Enrolment Procedures

General Principles Governing Enrolment

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.

Verification of Local Residency - Local Enrolment

A student resides within the intake zone of the school.

A student who resides within the determined intake zone of Newcastle High School will be accepted provided he/she can prove permanent residency. **100 points of identification** is required to support local applications to enrol. Please refer to the enrolment proof of address document for [100 points of identification criteria](#).

Non-Local Enrolments

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



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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.

Waiting List

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.

Local enrolment applications

When parents/carers of students applying for enrolment contact the school by telephone or in person, the administration office staff will arrange an interview with the appropriate deputy principal. If they are able to present proof of address within the school's intake zone, they will be provided with an enrolment package, which includes advice on other required documentation.

Enrolment documentation

Every new enrolment must have:

- Original birth certificate, or passport
- Notice of assessment from the Intensive English Centre (if recently arrived in Australia).
- Other relevant documents, such as Court Order, AVO, etc
- School reports, including the most recent. If lost, arrangements need to be made by the parents/carers with the former school to have these posted or emailed so as to be able to present these to Newcastle High School
- Other reports, including NAPLAN (if available).
- The name, position and telephone number of a contact staff member from their former school (a preferred person of recommendation).
- Completed Application to enrol in a NSW Government school form (provided in the school enrolment package).
- Clearance forms from the previous school must be provided before enrolment is finalised (although students will not be able to provide a transfer certificate until after they have been offered a place at Newcastle High School.

The enrolment process

- At the enrolment interview, the student's reports and other documents provided will be used as the basis for a discussion of appropriate class placement and subject selection. Selection of subjects will be contingent on availability. The deputy principal will then use the relevant processes to survey head teachers regarding class placement for junior students.
- School procedures and routines (outlined in the Information Book provided) will be discussed at the enrolment interview.



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- Any student who is not an Australian or New Zealand citizen must have an appropriate residency visa, or approval to enrol in accordance with the conditions set by the Department of Immigration and Citizenship.
- The deputy principal will explain the Department of Education procedures which must be followed, including the completion of the Application to Enrol in a NSW Government School form and request for information from the previous school.
- The deputy principal will send a Request for Information form to the student's previous school to check on any history of violent behaviour or learning support needs. If necessary, a Risk Management Plan will be prepared and discussed at the first available staff meeting, before enrolment is finalised.
- If necessary, Department of Education personnel (student welfare, learning support) will be contacted regarding additional support required. Any health issues (eg anaphylaxis, diabetes) must be addressed by the development of a personal health care plan before enrolment.
- All forms must be returned to the school administration office and data entered before a timetable can be generated.

New Enrolments on Day 1 of the School Year

New students who present for enrolment on Day 1 of the new school year, without having an appointment will be asked to return on a negotiated appointment time. Paperwork to be completed will be handed out so this can be returned at the appointment.

ENROLMENT OF STUDENTS WITH PARTICULAR NEEDS

• **International Student Enrolment**

International students may submit an application to enrol to DE International in accordance with the international students' enrolment programs.

International students must submit an application to enrol to DE International and are assessed against departmental and legislative requirements for eligibility. Students must have a student visa issued by the Department of Immigration and Border Protection and an Authority to Enrol (ATE) issued by DE International to enrol. [DE International website.](#)

• **Cooks Hill Campus – Big Picture Education Australia**

Students who apply for placement in this program agree to meet the Department of Education's enrolment procedures for placement at Newcastle High School, as well as meeting the enrolment distinguishers for the Big Picture Learning Australia program. Cooks Hill Campus can cater for 136 students from students across years 9 – 12.

A waiting list may be created for students who are not offered enrolment due to availability of places. Any waiting list created will remain valid during the current intake period only. 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.

[Cooks Hill Campus.](#)

Mrs Rochelle Dooley
Principal (Rel.)
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