

Policy Re Enrolment 7-10 Campus

Rationale

- While most students at Great Lakes College enrol from within the designated drawing area, allowance must be made for non-local students who, from time to time, also seek enrolment.
- The provisions of the Education Reform Act of 1990, as reviewed in 1997, allow:
 - a parent to seek enrolment for a child at any government school if the child is eligible to attend the school, and the school can accommodate the child;
 - a child to enrol at his/her local school, if he/she is eligible to attend it;
 - The Director-General to designate which are the intake areas for the local government schools.

Designated Drawing Area [see Departmental maps]

- The drawing area for Great Lakes College consists of the drawing areas for Bungwahl, Forster, Hallidays Point, Nabiac, Pacific Palms and Tuncurry public schools in their entirety. It shares the drawing areas of Krambach Public School with Bulahdelah CS, Gloucester HS and Wingham HS.
- Campus allocation (see Procedures below) for 7-10 students will usually be made in accordance with the following:
 - Forster Campus – students from the drawing areas for Bungwahl, Forster and Pacific Palms public schools;
 - Tuncurry Campus – students from the drawing areas for Hallidays Point, Krambach, Nabiac and Tuncurry public schools.

Procedures

Enrolment – Students living within the designated drawing area.

1. Applications for enrolment are lodged with any campus of the college. Parents will be required to provide two proofs of residence.
2. Students are allocated by the college principal to an appropriate campus within the college. Years 7-10 students are allocated to one of the junior campuses (Forster or Tuncurry) and senior students are allocated to the senior campus. In general, allocation of students to the junior campuses is dependent on place of residence, but other variables, eg curriculum requirements, welfare issues, etc., may be taken into account.
3. Once enrolled in a particular campus it is considered not in the best interest of the student to enrol at the other campus if there is a change of address within the area.
4. In a mainstream setting students will not be allowed to move campus due to emotional, social, physical and wellbeing issues until there has been extensive follow through and resolution according to our discipline and student wellbeing policies at their current campus.
5. Requests to vary campus allocation should be made via the campus principal to the college principal. Such requests for Year 7 students enrolling at the start of the new school year will be considered by the placement panel (college principal, campus principals or representatives, parent representative,) as soon as practicable after the appropriate information has been received from the primary schools. Parents will be informed of the panel decision and of the appeals process, if appropriate.

6. An enrolment process is undertaken by the school assistant, year adviser or deputy principal at the relevant campus. This involves completion of appropriate forms, entering onto admissions registers, allocation to classes, etc. At his/her discretion, the campus principal or delegate may interview the student before final enrolment. Circumstances under which this would happen include students enrolling from other systems and students enrolling under special circumstances. Please note that Departmental policy states that “Principals may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour.”

Enrolment – Students not living within the designated drawing area.

1. Written applications for enrolment (using the DET pro forma) are lodged with any campus of the college.
2. The placement panel reviews the written applications and determines whether to enrol a student, decline the application for out of zone enrolment or may place him/her on a waiting list (see # 6 below).
3. Departmental policy states that “the primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation”. In line with this consideration, the placement panel will determine an enrolment ceiling for each campus based on permanent accommodation and set an enrolment buffer (see below) to allow for local enrolments which might occur later in the year. The enrolment ceiling and buffer are to be determined on an annual basis in consultation with the Director, Lower North Coast Region.
4. Criteria for non-local placement include factors such as (criteria are not listed in a priority order):
 - proximity and access to the school
 - siblings already enrolled at the school
 - medical reasons
 - safety and supervision of the student before and after school
 - availability of subjects or combinations of subjects
 - special interests and abilities
 - compassionate circumstances
 - structure and organisation of the school.

Having a sibling already attending the school is not an automatic guarantee of enrolment.

5. Parents will be informed in writing of the panel decision and of the appeals process, as appropriate.
6. The placement panel may establish a waiting list for non-local students. The size of the waiting list will reflect realistic expectations of potential vacancies. Waiting lists are current for one year

Short term attendance

Each application will be treated on its individual merits. The application process is through the campus principal or delegate.

Enrolment ceilings and buffers

- Forster Campus
 - ceiling 1650
 - buffer 11
- Tuncurry Campus
 - ceiling 510
 - buffer 16
- Senior Campus
 - ceiling 495
 - buffer 15

These above figure reviewed in May 2017

Evaluation

- This process will be evaluated as part of the normal cycle of evaluation of all Great Lakes College policies.

