



MARSDEN HIGH SCHOOL

ENROLMENT GUIDELINES

Enrolment of students at Marsden High School will be guided by the following information.

This document should be read in conjunction with the school's Attendance Guidelines and the Department of Education Policy and Procedures for Enrolment. Enquiries regarding this policy should be directed to the principal in the first instance.

MARSDEN HIGH SCHOOL DESIGNATED INTAKE AREA

The drawing area of Marsden High School comprises either all or part of the suburbs of Ermington, Ermington West, Rydalmere East, West Ryde, Meadowbank, Melrose Park, Eastwood, Denistone, Denistone East, Denistone West, Marsfield and Ryde.

MARSDEN HIGH SCHOOL STAFFING PHILOSOPHY

Where possible Marsden High School will utilise resources to ensure Year 7 classes each year are as small as possible to ensure a smooth transition into high school. Whilst this cannot be guaranteed, it is a school priority and if possible the school will contribute funding to assist this plan. As the school has had a long tradition of accepting International Students, it is the intention when possible, to keep Year 10 classes smaller at the start of each year to accommodate the increasing numbers throughout the year and to provide as wide a curriculum offering as possible.

ENROLMENT CEILING

Marsden High School has permanent accommodation to cater for approximately 1,000 students. At present the school hosts an Intensive English Centre catering for 100 IEC students; although the IEC staff/ student ratio is smaller to accommodate the learning needs of IEC students so, in terms of space, it requires capacity for approximately 150 students. Therefore, based on the current accommodation and without the presence of additional demountable classrooms the enrolment ceiling for mainstream students is 850. However, based upon school staffing and class structures in 2018, the current enrolment ceiling for Marsden High School is currently 835 students plus the IEC.

ENROLMENT BUFFER

A buffer of at least 50 places will be applied from the commencement of each year to allow for enrolment of local students during the year; though this will depend on whether extra classes have been added to support Year 7 and to provide greater curriculum offerings for students in senior years. These are school-based decisions that vary from year to year. A proportional buffer will be applied to ensure space in each year is maintained for local enrolments.

As at 8 May 2018 the school has 771 mainstream students plus 90 studying the IEC program. Based upon school structures being able to cater for 835 mainstream students in 2018, there are currently 64 learning places available for local and non-local students in years 7, 8, 9 and 10, which includes the enrolment buffer.

After new enrolments are accepted at the commencement of each school year an enrolment buffer based on historical evidence will be established for each year group.

At capacity in 2018, buffers will apply to each year group as follows:

Year 7: 15	Year 10: 5
Year 8: 10	Year 11: 5
Year 9: 15	Year 12: 0

Enrolment places within the buffer will not be offered to non-local applicants. With the exception of enrolments at the beginning of the school year, non-local placements will not be accepted if disruption of the school routines will occur.

WAITING LISTS

Waiting lists will be established whenever demand for non-local places exceeds the enrolment ceiling minus the established enrolment buffer.

CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS

The school will consider non-local applications based upon availability and the selection criteria below. The decision to enrol any new student who does not reside in the local enrolment area will be made by the placement panel and is based upon the selection criteria. Evidence will be sought from the student's previous school to assist in a fair and equitable decision being made which is in the best interests of Marsden High School and the student seeking enrolment. Siblings of other students at the school are not solely a reason for the school to accept out of area placements.

Criteria for selecting non-local applicants will be published periodically in the school newsletter and the on school web site.

Selection criteria includes:

- Compassionate circumstances such as safety and wellbeing; ie: safety and supervision of the student before and after school.
- Siblings already enrolled at the school.
- Availability of appropriate staff and permanent classroom accommodation.
- Proximity and access to the school.
- Availability of subjects or combination of subjects.
- Medical reasons.
- Special interests and abilities.
- Structure and organisation of the school.

The principal will ensure that the established criteria are applied equitably to all applicants. The behavioural conduct of all potential enrolments at their current school is expected to reflect Marsden's values of Respect, Cooperate and Achieve. It is expected that all students will transition into Marsden High School easily and adhere to our school values.

PLACEMENT PANEL

Where demand for the non-local placements exceeds availability, a placement panel will consider and make recommendations on all non-local applications. The placement panel will include the Principal, the year relevant Deputy Principal, a staff member and a parent representative. The panel will be chaired by the Principal who will have the casting vote if necessary.

The decision to accept or decline an application will be based solely on the student meeting the criteria for 'non-local enrolment', matters raised on the application form and within the context of the enrolment ceiling and year group buffer(s) defined annually. All decisions of the panel will be recorded and minutes taken of each student's application and ensuing discussion will be kept and made available on request to the Director Public Schools.

When requested, an explanation of the decision by the placement panel to accept or reject an application for non-local placement will be provided to the parents/carers in writing.

APPEALS

Appeals must be made in writing to the principal who will attempt to resolve the appeal.

EXCHANGE STUDENTS AND INTERNATIONAL STUDENTS

Marsden High School traditionally enrolls a large number of International students. Students can be enrolled providing a student has an Authority to Enrol issued through DoE International. Enrolment will be at the discretion of the principal.

This policy was last revised in June 2018.

Lance Berry
Principal

DoE ENROLMENT POLICY AND PROCEDURES

LEGISLATIVE CONTEXT

Public Education in New South Wales exists to provide high quality education for all students. The *Education Act (1990)* outlines, among other things, the objects of education and the legal requirements for compulsory schooling. In brief, the legislation provides that every eligible child has the right to enrol in his or her local government school, and that every parent of a school-aged student has a duty to ensure that their child attends school (*Education Act*, Sections 34 and 34a).

At the same time, the Department has an obligation to ensure that the systems of work and the working environment of its employees are safe. It is also required to obtain and use, as appropriate, information to ensure both the health and safety of its employees at work and of others who come onto Departmental sites. In this context it is reasonable that principals should have available to them, prior to enrolment procedures being completed, information that is relevant to a risk assessment of a prospective student (*Occupational Health and Safety Act*, Sections 8 and 20).

In addition, attention is drawn to the *Commonwealth Disability Discrimination Act (1992)* and the consequent *Standards for Education (2005)* in order to ensure that enrolment policies and practices are transparent and non-discriminatory and students with disabilities are treated on the same basis as their peers without disabilities.

GENERAL PRINCIPLES GOVERNING ENROLMENT

- Parents/carers are entitled to seek enrolment of their child at the local secondary school that is designated for the intake area within which the child's home is situated and which the child is eligible to attend.
- In addition to seeking enrolment at their local secondary school, Year 6 parents/carers are entitled to apply for placement of their children in up to three non-local secondary schools under the Department's current Year 6-7 enrolment procedures.
- Parents/carers may seek to enrol their child in the secondary school of their choice but they should recognise that they have priority only in their designated local secondary school.
- Schools are required to establish an enrolment buffer to cater for anticipated future local enrolment demand, thereby seeking to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- Schools are required to have a written policy which states the criteria upon which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- Students seeking to enrol in a NSW public school should have an *Application to Enrol in a NSW Government School* completed on their behalf for consideration by the school principal.

Designated intake areas

The *Education Act 1990* (Section 34) refers to *designated intake areas* for schools. Children are entitled to seek to be enrolled at the local secondary school that is designated for the intake area within which the child's home is situated and which the child is eligible to attend. These designated intake areas are determined by the Department through a process involving consultation between Asset Management, school education directors and principals. The establishment of designated intake areas for local secondary schools leads to the concept of *designated local secondary schools*.

Not all secondary schools, however, have a static designated intake area, e.g. selective high schools and specialist high schools with separate selection procedures. In addition, there are eight single-sex high schools in Northern Sydney Region which have a limit on the number of enrolments they can accept and as a result, successful placement in these schools depends on a set of placement criteria determined by each school, with residential proximity being a key factor. Please note that in these schools the actual size of the intake area will vary each year depending on the number of applicants seeking placement and where these applicants actually live.

Enrolment ceilings

Each school is required to establish an enrolment ceiling based on available permanent accommodation. Demountables are not usually counted towards the enrolment ceiling unless replacement accommodation is under construction. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments that result from acceptance of non-local students.

Enrolment buffers

Within this enrolment ceiling schools are required to establish an enrolment buffer to accommodate local students arriving throughout the year. This buffer should be determined in consultation with the school education director, where appropriate. The size of the buffer should be based on both historical data, e.g. past enrolment trends and enrolment fluctuations, and on current knowledge of changes in the local area, e.g. the number of families moving into or out of the area, establishment of a new subdivision, changes in local employment opportunities. Places in the buffer are not to be offered to non-local students.

In the case of secondary schools, the number of students exiting Intensive English Centres and the Intensive English High School should also be taken into account, where appropriate. It is also advisable to contact local Intensive English Centres and the Intensive English High School to discuss future potential enrolments.

Placement panels

In schools where demand for non-local places exceeds availability, the school should establish a placement panel to (a) consider all non-local applicants against the school's published placement criteria, and (b) develop an ordered list of non-local applicants who satisfy the criteria. This list would then provide a basis for decisions about offering of places, placement on the school's waiting list and declining of non-local applications.

The composition of the placement panel is to be determined locally but should include at least one staff member (other than the principal) and one school community member nominated by the school's P&C Association or parent body. The panel will be chaired by the principal who will have a casting vote if necessary.

The principal, in determining the placement criteria to be applied to non-local students, should consult with the school community and the school education director. The placement criteria must be consistent with the general principles governing enrolment and should be readily available to any interested parent/carer.

The application of the placement criteria to individual students is the responsibility of the placement panel. The recommendations made by the panel must be made within the context of the agreed enrolment ceiling and enrolment buffer kept for local students arriving later in the year.

In applying the placement criteria to individual non-local students, the panel should consider only that information provided in writing through the application and should not consider separate or additional oral submissions. However the panel may seek further information or clarification when required. The placement panel should also make a record of its decisions and minutes of its meetings are to be made available to the school education director upon request.

Placement criteria for non-local students

The criteria to be applied in determining the selection of non-local students must be documented and made available, in advance, to parents/carers who are interested in enrolling their children.

In addition to the availability of appropriate staff and permanent classroom accommodation, the placement criteria could include factors such as:

- special programs such as Sporting,
- proximity or access to the school,
- siblings already enrolled at the school,
- access to single-sex education or to co-education,
- disability or medical-related reasons,
- safety and supervision of the student before and after school,
- availability of subjects or combinations of subjects,
- special interests and abilities,
- contribution to the school community,
- appropriate academic and behavioral conduct,

- compassionate circumstances or
- the structure and organisation of the school.

Please note that these possible criteria are not definitive nor are they listed in any priority order.

The principal will ensure that the agreed placement criteria for the school are applied equitably to all non-local students. Parents/carers are to be provided with an explanation of the decisions of the placement panel in writing. The agreed placement criteria must be forwarded to the school education director prior to the placement panel meeting to consider any non-local applications.

Waiting lists

Waiting lists will be established for non-local students who meet the placement criteria but for whom a place is currently not available. Parents/carers will be advised in writing if their child is to be placed on a waiting list and of his/her position on this list. The size of the waiting list reflects realistic expectations of potential vacancies. Waiting lists are current for one year.

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. The principal will seek to resolve the matter. If the matter is not resolved at the local level the director of educational leadership will consider the appeal and make a determination. The school education director will consult with the relevant principals and school communities as necessary. The purpose of the appeal is to determine whether the stated criteria in the school policy have been applied fairly.

In the event that an appeal is upheld in relation to a student being declined placement at a school, this will be treated in ERN as if the student had been placed on the school's waiting list but has now been accepted.

Responsibilities of the Principal

With regard to enrolment, the school principal is responsible for:

- developing a school enrolment policy for non-local students
- informing present and prospective members of the school community about the educational provision offered at the school
- managing the school's enrolments within the resources provided to the school
- advising the director of schools of enrolment and curriculum trends in the school
- maintaining accurate and complete enrolment data
- establishing an enrolment ceiling based on available permanent accommodation
- determining an enrolment buffer to cater for anticipated local demand during the year
- establishing a placement panel for consideration of non-local expressions of interest
- documenting and promulgating to parents and the school community the criteria for placement of non-local students
- making decisions on non-local enrolments at the school level wherever possible
- implementing the Department's policies on enhanced enrolment procedures, in the interest of improved risk management in schools
- ensuring that the procedures outlined in this reference guide are followed and that the timelines and related ERN requirements are completed as required.