Rooty Hill High School

Student Enrolment Policy

Policy

Rooty Hill High School is a comprehensive, community school with a commitment to providing quality education for students in the local community. Priority is given to the enrolment of local area students, who are able to operate in a fully mainstream secondary setting. Students from out of area can be enrolled if the school has vacancies and if the student meets the enrolment criteria as outlined in this policy.

The student enrolment policy meets the school’s legislative frameworks, requirements and obligations as stated in the following documents:

- Enrolment of Students in NSW Government Schools 97/257 (S.234)
- Application to enrol in a NSW Government school
- Introduction of interstate student data transfer note DN/06/0020
- Enrolling students with a history of violence school counsellor advice to principals DN06/00160
- Enhanced Enrolment Procedures DN/06/00168
- Improved access for principals to information for students presenting for enrolment DN/06/00227
- Enrolment Forms and Special Religious Education DN/06/00342
- Collection, use and disclosure of information about students with a history of violence - Legal Issues Bulletin no. 40
- Education Act 1990
- NSW Occupational Health and Safety Act 2000
- NSW Occupational Health and Safety Regulations 2001
- Documents for moving into year 7 in a NSW Government School in 2014 DN12/00224

Our Occupational Health and Safety Obligations

The Department has an obligation to ensure that, among other things, 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 an assessment of whether or not the prospective student should be enrolled at that school at that time. [OH&S Act Sections 8 and 20]

Our Obligation to Enrol

At the same time, there is a concurrent legal obligation to accord every eligible child the right to enrol in his or her local government school, and every parent of a school aged student has the duty to ensure their child attends school. [Education Act Section 34]
Given these co-existing legal obligations, where there are safety concerns, enrolment should not be completed and attendance should not commence until adequate safeguards are in place. Legal Issues Bulletin No 40 (pdf)
## Principles

| Participation and Enthusiasm | All students at RHHS are expected to be involved in the life of the school. Students are able to demonstrate their commitment to active participation through the pre-enrolment interview and surveys.  
Priority is given to enrolment applications, where the student is able to demonstrate active involvement in academic studies, leadership, sports, creative arts, school service and citizenship. |
| Excellence | All students at RHHS are expected to do their best. The school expects strong support from parents/careers for their sons and daughters and for the school.  
During the pre-enrolment process, parents/careers are expected to provide comprehensive information to the school. At the same time, students are expected to reflect on their preferred learning styles and set personal goals for the following year. |
| Respect and Responsibility | All students who attend RHHS are expected to model the values of the school and to take responsibility for their own behaviour and actions.  
Priority is given to enrolment applications, where students are able to demonstrate the ability to respect themselves, others and property.  
Students who have not yet demonstrated these skills will be considered for enrolment, where there is evidence of improvement and/or additional support is available to the school to support them.  
The enrolling student’s right to privacy is respected and the information gathered during the pre-enrolment process is shared only to the extent that it is necessary to protect the health and safety of staff and students at the school. |
| Success | A successful relationship is established between the school, the student and the parents/careers through a personalised enrolment and induction process. The abilities, skills and needs of each student are identified and appropriate programs and strategies are put in place to ensure the successful transition of the student into the school. |
| Innovation and Creativity | A personalised learning database is established for each student, using information provided during the enrolment process. This data is used by teachers to personalise teaching and learning programs.  
When necessary, additional educational testing may be carried out |
by the school counsellor and an individual learning plan (ILP) may be developed.

| Safety | Enrolment decisions are made with due consideration for the physical, social, emotional and psychological health, safety and welfare of staff and students.  
Risk assessments are carried out for students with a history of violence or poor behaviour and risk management plans are developed, following consultation with all stakeholders. Risk management plans/Individual behavior plans (RMP/IBPs) will be developed, when appropriate.

In some cases, where severe behavioural problems are identified, a student will not be enrolled and the school will seek assistance from the Director of Schools to negotiate a more appropriate or specialised educational placement. |

| Teamwork and Leadership | The enrolling school, the previous school, the parents/carers and the student work together to provide a smooth transition and provide the best possible placement for the student.  
The Learning Neighbourhood, comprising the high school and three primary partner schools, work together to provide a structured orientation program for Year 6 students.  
‘At risk’ Year 6 students are identified and invited to participate in a six week Early Intervention Program.  
The RHHS enrolment team follows the agreed enrolment procedures. |
Procedures

- Parent/caregiver completes Enrolment Enquiry form (Document 1)
- Enrolment officer to search ERN for existing/prior enrolment details.
- Information will be collected from the student’s previous DEC school by sending Principal Request for Student Background Information form (Document 2).
- Parent consent will be sought to enable the school to access information from a non-government or interstate school. If parent consent is not given and there are reasonable grounds to suspect that the student has a history of violence, assistance will be sought from the DEC regional office.
- Counsellor will request student counsellor file from previous school if applicable.
- Following a satisfactory assessment, an offer of enrolment will be made and an ‘Application to enrol in a NSW Government school’ will be completed by the parent/caregiver. (Document 3)
- Parents/caregivers may be asked to complete a special religious education form to facilitate the organisation of Special Religious Education classes.

Additional procedures for students with learning and support needs

Primary and secondary principals must identify and communicate information about students with learning and support needs, and referral of students to the secondary learning support team. It is of critical importance that primary schools provide secondary schools with information that is relevant to a student’s learning and support. This includes the data which is regularly transferred relating to each student’s academic and social strengths and areas for development as well as information about:

- the student’s health condition/s and
- any learning difficulties that may impact on the ability of the student to understand his or her condition and
- managing the student’s health care and
- managing risk minimisation strategies that have been developed for the student.

It is also of critical importance that primary schools provide high schools with information about how to manage the condition, including recognising signs of an emergency and how to respond in an emergency.

- A Health Plan will be developed in consultation with primary school and high school Learning & Support Teams, HT Junior School, parents/caregivers and medical professionals if required (Document 4).
- An Independent Learning Plan (ILP) will be developed in consultation with the Learning & Support Team and the parents/caregivers (Document 5).
- Learning & Support Team will initiate transition planning procedures.

**Additional procedures for students with a history of poor behaviour or a history of violence**

- A detailed risk assessment will be conducted for students who may pose a threat of violence.

- The behaviour that may pose a risk of harm (physical or psychological) to other students, staff, the student or property and the context in which it may occur will be identified.

- A risk assessment will be completed and consultation with all stakeholders will take place. Consideration will be given to the student’s right to privacy. (Document 6)

- A decision will be made on whether to proceed with the enrolment.

- An offer of enrolment may not be made to an out of area student

- Where the management of unsafe behaviour of a local area student is identified as requiring additional expertise beyond the capacity of the school, access to specialist advice and assistance from the DEC regional office will be sought.

- Where an offer of enrolment is made, a risk assessment and individual behaviour plan will be completed and distributed to staff.

**Procedures for enrolment of Year 7 students 2013**

- see RHHS General Enrolment Procedures Checklist

**Procedures for the enrolment of non-local area students**

- Consideration will be given to the enrolment of non-local area students when:
  - Places have been provided for local-area students, in line with negotiated school enrolment ceilings and buffers
  - Sufficient additional places exist in both core and elective subjects
  - Pre-enrolment procedures have been satisfactorily completed

**Placement Panel for Year 7 non-local students**

- Each year the school receives more applications for places in Year 7 than it can fill. A placement panel, comprising the Principal, Deputy Principal, Head of Junior School, and a Parent or Community representative is formed and meets to consider all Year 7 non-local applications.

- Non-local students are advised to include all relevant supporting documents with their Expressions of Interest.

- All applications and supporting documents are carefully considered by the placement panel.
The following criteria (in order) are used to determine places for non-local area students wishing to enrol at Rooty Hill High school at the commencement of Year 7:

1. Students who live in area (proof required)
2. Students who live out of area but who are able to demonstrate leadership, performance, sporting and or academic skills that are addressed at this school.
3. Students who live out of area and attend a partner primary school (Eastern Creek, Minchinbury or Rooty Hill).
4. Students who live out of area and have siblings at the school.
5. Students who live out of area and have special learning, cultural or personal needs that can be addressed by the school.
6. Students who live out of area and are directly related (children or siblings) of ex students.
7. Students who live out of area and whose safety requires a geographic placement.

- Students who are not successful in gaining entry in the first round of offers will be given the opportunity to be placed on the waiting list. Not all students can be accepted.
- Issue confirmation of enrolment letter to successful applicants (Document 7).
- Issue letter to unsuccessful applicants (Document 8).
- All new enrolments will attend an enrolment interview with their parents/carers and complete an on-line survey as part of the personalised learning program.

**Monitoring and Evaluation**

Review Student enrolment procedure will be done as appropriate. For example enrolment interview questions may be reviewed in a 12 month period.

*Under the NSW Occupational Health and Safety Act 2000 and the NSW Occupational Health and Safety Regulations 2001, an employer must review a risk assessment whenever inspection is no longer valid or injury or illness results from exposure to hazard to which the inspection relates or a significant change is proposed in the place of work or in which work practices or procedures to which the risk/hazard inspection assessment relates.*