



RANDWICK BOYS' HIGH SCHOOL POLICY ON ENROLMENT

Writing Date: May 2008
Implementation Date: June 2008

Preamble:

Under DET Policy, schools are required to develop a policy on enrolment that addresses the need of the school to operate within available resources, the need to cater for local area enrolments and the need to develop a fair and equitable method of determining which non local enrolments will be accepted

Policy:

This policy determines how Randwick Boys' High School will implement the DET Policy: *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*.

Purpose:

Accountability for school enrolments rests with the Principal. The purpose of this policy is to determine the capacity of the school and to provide clear guidelines for enrolments that are out of area.

Procedures:

1. Randwick Boys' High School has a capacity of 950 students.
2. Current class arrangements have a maximum of 120 in Years 7- 10 and 175 in each cohort 11-12.
3. A buffer of 7% will be maintained for local enrolments in each year.
4. Out of area enrolments will be placed on a waiting list once a 7-10 cohort reaches a population of 112.
5. Out of area enrolments will be placed on a waiting list once an 11-12 cohort reaches 163.
6. Places will be made available to students based on the assessment of the entrance criteria by an Enrolment Panel.
7. The Enrolment Panel will be made up of: The Principal, a parent representative from the P&C, a staff representative determined at a staff meeting.
8. The Enrolment Panel will meet once a term, **in Week 3**, to review new applications. In this process they will:
 - a. Rank applications as accept or reject,
 - b. Rank successful applications in order of merit,
 - c. Add them to any students accepted but wanting for a placement offer, and
 - d. Determine how many offers of enrolment will be made. Offers will be for the commencement of the next term.
9. Letters advising one of three outcomes will be sent to applicants by the Principal in **Week 4**. These outcomes are:
 - a. Successful in gaining a place for the next term and include a date to come to the school to complete enrolment prior to the commencement of the next term,
 - b. Remaining on the waiting list, pending a position becoming available,
 - c. Rejection, with reasons for the rejection outlined.
10. Waiting lists have a currency of one calendar year.

Criteria for Assessment of Non Local Applications for Enrolment:

1. Proximity to the school.
2. Siblings attending the school.
3. Parent / caregiver's desire for access to single sex education.
4. Medical or welfare reasons which make placement at Randwick Boys' desirable.
5. Compassionate circumstances (such as closeness to parents' or caregivers' employment).
6. Special interests or abilities in areas such as Creative and Performing Arts, Sport.



RANDWICK BOYS' HIGH SCHOOL
APPLICATION FOR NON-LOCAL ENROLMENT

Applicants for non-local enrolment may be placed on a waiting list depending on availability of places in the chosen cohort. Applications are assessed by a panel and places offered on the basis of responses to this application. The panel meets in Week 6 of term to offer places for the next term. Waiting lists are valid for one calendar year only.

Criteria for a successful application

1. Proximity to the school.
2. Siblings attending the school.
3. Parent / caregiver's desire for access to single sex education.
4. Medical or welfare reasons which make placement at Randwick Boys' desirable.
5. Compassionate circumstances (such as closeness to parents' or caregivers' employment).
6. Special interests or abilities in areas such as Giftedness or Talent, ability in Creative and Performing Arts, ability in Sport.

Please complete the application below and return it to the school's Administration Office.

Name of Student: _____
(Family Name) (Given Names)

Date of Birth: _____ / _____ / _____ **Seeking placement in Year** _____

Current School: _____

Name of Parent / Caregiver: _____

Contact Address: _____
(Street Address)

_____ _____
(Suburb) (Postcode)

Contact Phone: _____

Email: _____

Application:

Please outline your reasons for seeking enrolment of your son at Randwick Boys' High School. Use the above "***Criteria for a successful application***" to help you.
