



# ELTHAM HIGH SCHOOL

## POLICY DOCUMENT *Enrolment Policy*

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### INTRODUCTION

Over the years, through its clearly defined and communicated purpose, Eltham High School has established a reputation amongst both the local and wider communities to be a school of choice. Eltham High School is renowned as a school that recognised its responsibility towards both academic care and the care needed to support the development of the whole child. The School provides opportunities for its students across the whole range of curriculum disciplines as well as through the co-curricular programs on offer, extension programs, student leadership and student support programs.

Therefore, enrolments are strongly sought after across all levels of the school and as such it is important that our enrolment processes and practices are employed in an inclusive and consistent manner and in line with the Department of Education and Training (DET) guidelines.

(The North-Western Victorian Region transition pack can be found on the following webpage: <http://www.education.vic.gov.au/school/parents/secondary/Pages/enrol.aspx>)

Further to this it must be noted that the school has an enrolment ceiling and this policy will support the monitoring of the overall student numbers across the school.

### PHILOSOPHY

At Eltham High School we believe that a diverse population of students and families within our learning community brings richness to the learning environment. As such, the school enrolment practices are strongly aligned with the school purpose statement (*At Eltham High School each person feels safe to be themselves and is challenged to think critically, to work in teams, show leadership and achieve success along many pathways*) and are built upon the school values (*The pursuit of excellence; Individuality; Creativity; Social and environmental responsibility; Respect for diversity; Integrity*).

### POLICY STATEMENT

Eltham High School will employ enrolment processes and practices which clearly align with Departmental guidelines based on the values of Government School Education such as the rights of the individual, equal opportunity, social justice and parent choice; all of which are reflected in the purpose and values of the school.

These processes and practices will be employed in a consistent manner across all enquiries in order to support equity and objective decision making supported by the guidelines for implementing this policy.

### GUIDELINES FOR IMPLEMENTING THE POLICY

Whilst Eltham High School does not have a designated/agreed School Zone, the overall enrolment predictions will be considered within the following parameters:

1. The School's enrolment ceiling,
2. The number of teaching and learning spaces available
3. The available outdoor student space per capita in order not to risk overcrowding

4. The need to manage our student numbers in light of 1, 2 and 3 above.

In considering applications for enrolment into Year 7 as part of the Year 6 to Year 7 transition the following criteria in priority order, which align with the DET process will be applied. This process is managed by the School Transition Co-ordinator.

1. Any child for whom Eltham High School is the nearest neighbourhood school (as measured in a straight line from the front door of the child's permanent address to the front door of the school) has a direct right of entry into the school and such children will be the first to fill available spaces.
2. If there are remaining spaces after 1 has been completed, then any child who has a sibling in the school at the time of starting at the school has a sibling claim and therefore will be next to fill available spaces.
3. If there are remaining spaces after 2 has been completed, then in response to parent choice, a parent can apply for a place for their child on Curriculum Grounds. (the school has four Curriculum Grounds under which a parent may apply for their child to enter the school: Instrumental Music Program; Elite Sports Program; Languages; Other (in the spirit of equity and inclusion the school provides an opportunity for parents who feel that the first three criteria do not suit their child, to put forward a case as to why they believe that Eltham High School is a good fit for their child).
4. If there are remaining spaces after 3 has been completed, then vicinity to the school comes into consideration (a child with a permanent address in Montmorency would be offered a place prior to a student whose permanent address is in Preston.).

In considering applications for enrolment into Year 7 post the start of the year or into Years 8, 9, 10, 11 and 12 at any time in the year the following criteria will be applied. This process is managed by the School Registrar, in collaboration with the relevant Sub-School Team Leader.

1. Any child for whom Eltham High School is the nearest neighbourhood school (as measured in a straight line from the front door of the child's permanent address to the front door of the school) has a direct right of entry into the school and such children will be offered a place into the school on the following conditions.
  - If a student is currently enrolled in another government secondary school and enrolling the student at the time of request will cause a disruption to the school program or hardship, the school reserves the right to offer enrolment from the start of the next term rather than immediate entry. This will enable the school to effectively plan the student's enrolment.
  - In Years 9, 10, 11, and 12 where a number of elective subjects are offered, the school cannot guarantee the student's preferred choices and unless the enrolment took place at a time when students selected their subjects for the following year, the enrolling student can only be offered a place in elective subjects where there is a vacancy.
2. Enrolment requests from families for whom the school is not the nearest neighbourhood school will be considered and a place may be offered but only on the following grounds.
  - There is a vacancy at the year level requested.
  - The school is able to offer the student an appropriate course of study.
  - There is mutual agreement between the school and the family that Eltham High School will be able to meet the learning needs of the student.
3. Enrolment requests from anyone 18 years and over (unless there are special circumstances that would require us to consider an enrolment) would be referred to an adult learning environment such as TAFE or other adult education provider.

## **BASIS OF DISCRETION**

The School Council has responsibility for the establishment, evaluation and review of school policies. The School Principal has the responsibility to ensure that school policies are implemented effectively.

Minor changes to the policy (changes that will not affect the spirit of the policy) may be made at the discretion of the Principal.

The Policy Review and Evaluation process will recommend any major changes to the policy to school Council.

## **RELATED POLICIES**

Student Engagement Policy

Student Code of Conduct Policy

Safe Connections Policy

Bully Stoppers

NWVR Transition Pack:

<http://www.education.vic.gov.au/school/parents/secondary/Pages/enrol.aspx>

## **REVIEW**

This policy should be reviewed every 3 years.

Date Endorsed: 21 / 10 / 2015

## **Executive Officer**

Eltham High School Council

*CONSULTATION PROCESS AND WORKING PARTY INFORMATION:*

**This policy was written by: Vincent Sicari**

**Consultation has taken place with the relevant group(s) in the following list:**

<b>Group</b>	<b>Consultation</b> ✓
School Consultative Team	
Staff	✓
Students (randomly selected group)	
Parents (randomly selected group)	
Members of the Community	
Other (where relevant please specify)	
Planning and Policy Review Team of Council <b>(Mandatory)</b>	✓
School Council <b>(Mandatory)</b>	✓

