



ELTHAM HIGH SCHOOL

POLICY DOCUMENT *Enrolment Policy*

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 recognises 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 the school's enrolment processes and practices are employed in an inclusive and consistent manner 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:

<https://www.education.vic.gov.au/school/principals/spag/participation/pages/transition.aspx>)

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

PHILOSOPHY

Eltham High School believes 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 and 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 including 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

Like all schools, Eltham High School does have a designated nearest neighbourhood 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 Junior School Leader.

Criteria 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.

Criteria 2

If there are remaining spaces after criteria 1 (above) 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.

Criteria 3

If there are remaining spaces after criteria 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).

Criteria 4

If there are remaining spaces after criteria 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 during 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.

- 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.
- 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.
- 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:

<https://www.education.vic.gov.au/school/principals/spag/participation/pages/transition.aspx>

REVIEW

This policy should be reviewed every 3 years.

Date Endorsed: 19/12/18

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:

Group	Consultation
	✓
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 (Mandatory)	✓
School Council (Mandatory)	✓

PROCESS FOR POLICY DEVELOPMENT AND REVIEW

The Policy is developed or reviewed by the Policy Writer or Policy Writing Team using the agreed "Policy Template"

The policy is presented to the Planning and Policy Review Team

Relevant groups are consulted in relation to the policy by the Policy Writer / Policy Writing Team

Feedback is addresses by the Policy Writer /Policy Writing Team

The policy is re-presented to the Planning and Policy Review Team

Approved

The policy is presented to the School Council for endorsement

The policy is endorsed by the School Council

Further Clarification

Additional Feedback

Re-presented