Procedures Associated With Student Enrolment in GLC 7-10 Campuses

- Students enrol in their local campus at GLC (see GLC Enrolment Policy at the end of this document for details) based on their residential address.
- Students who enrol in a campus continue their education in that campus until they complete Year 10. Changes of family residential location do not lead to a change of campus for students.
- In exceptional circumstances, such as those described below, students may be moved to the other 7-10 campus. Examples of circumstances in which this might occur and the procedures that are followed by GLC staff include:
  1) Student and/or caregiver(s) identifies issues which are impacting on the student’s welfare, inform campus welfare staff and seek their assistance
  2) Campus Welfare Team acts to support the student and address concerns raised
  3) Ongoing, significant concerns exist despite actions by the campus staff and the student
  4) Both campus principals are appraised of, and discuss, the situation
  5) Caregiver(s) requests that the student move to the other 7-10 campus and provides evidence as to why they believe that will address the significant welfare issues being experienced by the student
  6) Campus Welfare Team in consultation with the Principal may decide to, with the approval of the student’s caregiver(s), refer the student to the School Counsellor for psychological support and to seek an independent opinion regarding the specific nature and seriousness of the student’s welfare issues and the likelihood or otherwise of a change of campus alleviating the student’s welfare concerns
  7) Any decision concerning a change of 7-10 campus is made by the College Principal in consultation with campus principals and the student’s caregiver(s)

GLC College Principals

26 June 2007

GLCollege Council Meeting

15 August 2007

Great Lakes College

POLICY re ENROLMENT

Rationale
- While most students at Great Lakes College enrol from within the designated drawing area, allowance must be made for non-local students who, from time to time, also seek enrolment.
- The provisions of the Education Reform Act of 1990, as reviewed in 1997, allow:
  - a parent to seek enrolment for a child at any government school if the child is eligible to attend the school, and the school can accommodate the child;
a child to enrol at his/her local school, if he/she is eligible to attend it;
the Director-General to designate which are the intake areas for the local
government schools.

**Designated Drawing Area** [see Departmental maps]
- The drawing area for Great Lakes College consists of the drawing areas for
  Bungwahl, Forster, Hallidays Point, Nabiac, Pacific Palms and Tuncurry public
  schools in their entirety. It shares the drawing areas of Krambach Public School
  with Bulahdelah CS, Gloucester HS and Wingham HS.
- Campus allocation (see Procedures below) for junior students will usually be
  made in accordance with the following:
  - Forster Campus – students from the drawing areas for Bungwahl, Forster and
    Pacific Palms public schools;
  - Tuncurry Campus – students from the drawing areas for Hallidays Point,
    Krambach, Nabiac and Tuncurry public schools.

**Procedures**

*Enrolment – Students living within the designated drawing area.*
1. Applications for enrolment are lodged with any campus of the college. Parents
   will be required to provide two proofs of residence.
2. Students are allocated by the college principal to an appropriate campus within
   the college. Years 7-10 students are allocated to one of the junior campuses
   (Forster or Tuncurry) and senior students are allocated to the senior campus.
   In general, allocation of students to the junior campuses is dependent on place
   of residence, but other variables, eg curriculum requirements, welfare issues,
   etc., may be taken into account.
3. Requests to vary campus allocation should be made via the campus principal
   to the college principal. Such requests for Year 7 students enrolling at the start
   of the new school year will be considered by the placement panel (college
   principal, campus principals or representatives, parent representative,) as soon
   as practicable after the appropriate information has been received from the
   primary schools. Parents will be informed of the panel decision and of the
   appeals process, if appropriate.
4. An enrolment process is undertaken by the school assistant, year adviser or
   deputy principal at the relevant campus. This involves completion of
   appropriate forms, entering onto admissions registers, allocation to classes,
   etc. At his/her discretion, the campus principal or delegate may interview the
   student before final enrolment. Circumstances under which this would happen
   include students enrolling from other systems and students enrolling under
   special circumstances. Please note that Departmental policy states that
   “Principals may refuse enrolment of a student on the grounds of previously
   documented violent behaviour if there is evidence that the student has not
   learned the appropriate skills to manage this behaviour.”

*Enrolment – Students not living within the designated drawing area.*
1. Written applications for enrolment (using the DET pro forma) are lodged with
   any campus of the college.
2. The placement panel reviews the written applications and determines whether
   to enrol a student, decline the application for out of zone enrolment or may
   place him/her on a waiting list (see # 6 below).
3. Departmental policy states that “the primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation”. In line with this consideration, the placement panel will determine an enrolment ceiling for each campus based on permanent accommodation and set an enrolment buffer (see below) to allow for local enrolments which might occur later in the year. The enrolment ceiling and buffer are to be determined on an annual basis in consultation with the Director, Lower North Coast Region.

4. Criteria for non-local placement include factors such as (criteria are not listed in a priority order):
   * proximity and access to the school
   * siblings already enrolled at the school
   * medical reasons
   * safety and supervision of the student before and after school
   * availability of subjects or combinations of subjects
   * special interests and abilities
   * compassionate circumstances
   * structure and organisation of the school.
   Having a sibling already attending the school is not an automatic guarantee of enrolment.

5. Parents will be informed in writing of the panel decision and of the appeals process, as appropriate.

6. The placement panel may establish a waiting list for non-local students. The size of the waiting list will reflect realistic expectations of potential vacancies. Waiting lists are current for one year. Parents will be advised in writing if their child is to be placed on a waiting list and of his or her position on it.

**Short term attendance**
Each application will be treated on its individual merits. The application process is through the campus principal or delegate.

**Enrolment ceilings and buffers**
- Forster Campus
  - ceiling 1000
  - buffer 20
- Tuncurry Junior Campus
  - ceiling 500
  - buffer 20
- Tuncurry Senior Campus
  - ceiling 480
  - buffer 20

**Evaluation**
- This process will be evaluated as part of the normal cycle of evaluation of all Great Lakes College policies.