**Menai High School**

**Policy and Process for Assessing Non-Local**

**Applications for Year 7**

The Menai High School policy and procedures for the enrolment of non-local students are aligned with the DET Procedures for Secondary School Enrolment – Transition from Year 6 to year 7 (published annually). The Menai High placement criteria and procedures are evaluated each year by the School Council.

Non-local Year 6 students applying for a position at Menai High School in Year 7 of the following year will be invited to supply a copy of their Year 5 yearly report and any other support material they believe may support their application.

A panel consisting of the Deputy Principals and the Head Teacher Welfare, will review these applications. The Deputy Principal for the cohort will chair the panel.

The process will be as follows:

1. The Principal and Panel Convenors meet to identify applicants who may be accepted due to special circumstances such as compassionate grounds. Successful applicants will be identified and placed on the successful applicant list.
2. The Panel Convenor convenes a meeting of the Enrolment Panel. At this meeting the Convenor:

a: Leads a discussion re interpreting the enrolment criteria as defined by the  
 Menai High School Enrolment Policy.

b: Leads a standardisation exercise in which 10 applications will be assessed   
 and ranked. Discussion will ensue, particularly in relation to discrepancies,   
 until the Panel Convenor is satisfied that there will be consistency in   
 assessment.

c: Allocates approximately one third of all applications to each panel member.   
 Panel members will allocate a grade to each application. These grades will   
 be:

A – successful application

B – possible successful application – designated for further assessment by   
 the panel

C – eligible for the waiting list

D – application not accepted  
 The Panel Convenor will allocate an approximate number of grades A and B   
 that each Panel Member can allocate. This will vary from year to year   
 depending upon the number of non-local vacancies that exist. Panel Members will   
 then take the applications away and grade them.

1. The Panel Convenor convenes a meeting at which:

a: All grade A applications are identified.

b: All grade B applications are reviewed by all Panel Members and jointly   
 ranked. At this point discussion may also take place if the Panel Convenor   
 discerns that there may be discrepancies in the grading of A and B grade   
 applications.

c: The Panel creates an acceptance list and a ranked waiting list.

At the conclusion of this process applicants will be notified as to the outcome of their application. This entire process will occur within the timeframes set out by DET year to year.

**Appeals Process**

All unsuccessful applicants will be notified of the appeals process, including timeframes for appeals.

Appeals will be assessed by a panel consisting of the Principal and a member of the school executive who has been elected by the school executive. The Appeals Panel will review the ranking of the application in comparison to other ranked applications.

Results of appeals will include:  
  
1. Appeal upheld – student placed on acceptance list

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2. Appeal upheld – student promoted on waiting list.

3. Appeal upheld – student placed on waiting list.

4. Decision of Enrolment Panel ratified.

Applicants will be notified in writing of the result of their appeal.