**Menai High School**



**Enrolment Policy**

1. **Students who live within the school’s drawing area.**

All students who can demonstrate that they reside within the Menai High School drawing area will be accepted for enrolment at Menai High School unless:

* they do not meet the required Australian residency/visa requirements in which case the enrolment must be negotiated through the International Students Centre or the Temporary Visa Holders unit.
* there is a demonstrated history that would suggest that the student presents an unacceptable level of risk of physical and/or psychological harm to members of the school community. In such cases school enrolment will be negotiated in conjunction with the Director Public Schools.

The parents/caregivers of students with special educational needs will be supported and informed by Menai High School to ensure the most suitable educational placement for their child.

Students under the age of 18 years whose parents/caregivers provide false or misleading information on the Application to Enrol form will have their enrolment revoked.

Students over the age of 18 years whose parents/caregivers provide false or misleading information on the Application to Enrol form will have their enrolment revoked.

1. **Students who live outside of the school’s drawing area – Non-Local.**

The Principal reserves the right to accept or decline non-local enrolment applications subject to the availability of places within the year group.

All students who reside outside the Menai High School drawing area will be considered for enrolment at Menai High School unless:

1. they do not meet the required Australian residency/visa requirements in which case the enrolment may be negotiated through the International Students Centre or the Temporary Visa Holders unit.
2. there is a demonstrated history that would suggest that the student presents an unacceptable level of risk of physical and/or psychological harm to members of the school community.
3. there is a demonstrated history that indicates that the student disrupts the learning of others.
4. there is a demonstrated history of a lack of commitment to learning.
5. the year into which the student is applying to enrol has no vacancies.
6. in the case of students who are currently enrolled at another public secondary school, there are insufficient valid reasons for them to terminate that enrolment.
7. there is no Supporting Documentation attached to an application

such as:

-academic reports – (compulsory)

-covering letter

-evidence – other material to support the application

Reasons that may be regarded as valid include:

-curriculum needs  
-compassionate grounds  
-safety in travelling to and from school

Other reasons may be regarded as valid and will be considered by the enrolment panel.

**(b)(i) Criteria for Non-Local applications**

* demonstrated commitment to their learning
* demonstrated behaviour and conduct which contributes to a positive learning environment and
* Demonstrated commitment to follow the School Code of Conduct.

Criteria that will not be considered when a student applies to enrol include:

* race/ethnicity
* religion
* gender
* sexuality/transgender
* age
* disability
* marital status of the student
* the academic achievement record of the student

The parents/caregivers of students with special educational needs will be supported and informed by Menai High School to ensure the most suitable educational placement for their child.

Students under the age of 18 years whose parents/caregivers provide false or misleading information on the Application to Enrol form will have their enrolment revoked.

Students over the age of 18 years who provide false or misleading information on the Application to Enrol form will have their enrolment revoked.

The Principal, has the discretion to cancel a Non-Local enrolment offer if the family has not provided an application to enrol or confirmed acceptance of an offer of placement by the dates indicated on the Non Local Placement Offer Letter. (attachment (A)

**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 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 random 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 quarter 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

N - No Supporting documentation

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, which are printed on the notification of Non Local placement letter. (Attachment B + C)

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.

Appeals must reflect the selection criteria or process for Non Local placements.

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