

Maitland Grossmann High School

Enrolment Policy

August 2019



Introduction

Any child between the ages of 6 and 17 is required to be enrolled at a government, registered non-government school or training provider and is to attend each day that instruction is provided or to be registered for home schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

General Principles Governing Enrolment

- A student is considered to be enrolled when he or she is placed on the admission register of a school
- Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.
- Maitland Grossmann High School's intake area is available of School Finder, available at the following link. <https://education.nsw.gov.au/school-finder>
- No person will be discriminated against on the grounds of their sex, age, race, religion, ethnicity, disability sexual preference or marital status.

Enrolment Ceiling and Buffer

Maitland Grossmann High School has an enrolment ceiling of 1080 students. This is based on the school having 54 permanent teaching spaces. Within this enrolment ceiling the school maintains a buffer of 60 to cater for local enrolments arriving throughout the school year.

Local Enrolment Applications

A student whose address falls within the local intake area as defined by the school finder will be entitled to enrol at Maitland Grossmann High School in accordance with the policies of the NSW Department of Education. The school will seek the following information to support the process:

- Information obtained by Departmental forms on feedback to a school about matters relating to a student's history of violence from the previous school.
- Information obtained directly by MGHS from the student's previous school.
- 100 point id. check - Documents which confirm the permanent address where the student is living. Including original rates notices, rental lease agreements, water rates, gas account, electricity account and medicare account information. The documents must be in the family name, for the current residential address and must be originals or certified copies. In some cases the Placement Panel may request additional documentation.
- Birth Certificates (in English) and Passports to confirm names and Dates of Birth. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.
- Information obtained from the student's last TWO school reports.

All parents enrolling children must produce a proof of immunisation status. Parents can find out more by reading the NSW Health Guidelines regarding procedures for a child who is not immunised.

An interview will be held with the Principal or their nominee to determine any accommodation or adjustments and seek advice to ensure the prospective student has their enrolment set up to be successful.

Placement Panel

A placement panel will consider applications and make recommendations when demand for non-local places exceeds availability. The composition of the panel will include the Principal, a staff representative and a representative nominated by the schools Parents and Citizens Association.

Due to high demand for student placement at Maitland Grossmann High School the only non-local enrolment applications considered by the placement panel are those relating to the following 3 criteria as stated by the schools placement panel.

1. Medical reasons relating to disability provisions requiring facilities of the school.
2. Compassionate circumstances of a serious nature
3. Senior school (Years 11 and 12) students whose subject or combinations of subjects may not be available at their local school.

The school will notify applicants of the results of their application in writing and may call to seek verification on any matters. Whilst all care will be taken to make a determination it may take up to two working weeks for the placement panel to meet to consider your application against the stated criteria. If successful, the school will contact you to arrange an interview.

An interview with the parent/caregiver and student with the Principal or Principal's nominee will support the finalisation of the enrolment process. A starting date will be confirmed only at this time except in cases where it is determined that the school is required to utilise the department's enhanced enrolment procedures.

Appeals

Where an applicant wishes to appeal against the determination of the placement panel the appeal should be made in writing to the Principal. Where required the Principal should provide or arrange assistance such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter. If the matter is not resolved at the local level, the Director, Educational Leadership will consider the appeal and make a determination.

- Please note that the Department of Education requires all students with anaphylaxis to carry their Epipen auto-injector wrapped with their current ASCIA Anaphylaxis Personal Plan with them at all times at school. The plan should be wrapped securely around the Epipen.

To apply for a non-local enrolment, write to the R/Principal (Mr Josh Gane). You must include all relevant details concerning the reasons for seeking an out of area enrolment (as listed above). You may wish to include copies of support material.

False or Misleading Enrolment Information or Practices:

The "[Application to Enrol in a NSW Government School](#)" form requires the applicant to declare the information provided is correct. **It also makes it clear the provision of false information can result in the enrolment being reversed.** Any decision to reverse an enrolment needs to take into account the special circumstances of the matter. This includes determining if the student was an 'out of area enrolment'.

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence which has a penalty of up to 2 years imprisonment [Section 307B of the Crimes Act 1900].

Temporary visa holders:

Contact: **1300 300 229**. Following the issue of an Authority to Enrol, follow the procedures outlined above for Australian Residence enrolment.

International student visa holders:

Contact International Student Centre (ISC) **1300 302 456**

The Maitland Grossmann High School enrolment policy is reviewed annually by the placement panel.