



# Northmead

## Creative and Performing Arts High School

### ENROLMENT POLICY

This policy provides information for the school community on the entitlements, requirements and procedures for the enrolment of students at Northmead Creative and Performing Arts High School. It draws on the Department of School Education policy for the *Enrolment of Students in Government Schools*.

#### Enrolment Ceilings and Buffer

At Northmead CAPA High School we endeavour to stay within the enrolment ceiling as negotiated with the School Education Director. A 10% enrolment buffer is used to accommodate the movement of families into the local area, to provide access for students from Intensive English Centres and to provide access for developing Creative and Performing Arts audition processes. Places in the buffer will not be offered to non-local students.

#### General Principles Governing Enrolment

- Students are entitled to attend their designated school for the intake area in which they reside.
- Parents may seek to enrol their child in the school of their choice.
- The school has a set enrolment number to cater for anticipated local demand.
- The school can provide a written policy stating the grounds and criteria on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the
- Availability of appropriate staff and permanent classroom accommodation.
- The policy is expressed in plain English, and can be made available in community languages if necessary.
- The school accommodates students leaving Intensive English Centres, International Students and students with special learning needs.
- The particular criteria for enrolment of students with special learning needs is negotiated with the enrolment panel and in the case of Year 7 students, primary school representation including School Counsellor, principal or delegate and classroom teacher.

- For Year 6 students with special learning needs an extensive Transition program is run over a month prior to Orientation Day.
- The enrolment panel consists of Principal, Deputy Principal, School Counsellor, Learning Support representative, Year Adviser
- No person will be discriminated against on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

## Enrolment of Local Students

To be enrolled as *'local student'*, applicants are required to prove that they are bona fide permanent residents of a dwelling the address of which is in a geographical area designated for the school by the Department as the school's **local area** (see the area marked on the *School Catchment Map* (Appendix A)).

This proof of address evidence must include:

- A current Council Land Rates notice OR a Residential Tenancy Agreement of at least 12 months duration (sub letting agreements will not be accepted as proof of residence), and
- At least two of the following current documents:
  - Electricity / gas account
  - Home telephone account
  - Centrelink documents
  - Medicate account, and
- In circumstances where applicant students have divorced/separated parents, the school will rely on Family Court orders to determine the child's place of residence.

NOTE: only original documents will be accepted as proof of address evidence.

In some cases the Principal may also require:

- A Statutory Declaration that includes the wording:
 

*The following address, (insert address) is the primary place of residence for (insert child's full name)*
- Additional evidence as specified by the Principal.

**Where applicants for enrolment as local students fail to provide the required evidence of their permanent residence, they will be treated as non-local students for the purpose of enrolment.**

## Enrolment of Performing Arts Students

Given the purpose and focus of this school, and the fact that demand for places is high, all non-local applicants for enrolment will be considered on the basis of audition and interview.

Each audition/interview is assessed on its own merits. The decision of the examiner and interviewer is final and no appeal can be made except on procedure. Information on individual student's performance in their audition/interview will not be given. The purpose of the audition/interview is for the school to select the best and most suitable students as assessed by the examiners/interviewers based on the stated criteria. These are the conditions under which students and parents/caregivers must agree to when applying to audition.

The general criteria on which students will be assessed are:

- The ability to work independently and cooperatively,
- Demonstrated genuine interest in the performing arts,
- Demonstrated self discipline and commitment,
- The ability to successfully apply themselves to curricula and extra curricula, performing arts commitments as well as other academic studies.

In addition the following criteria specifically apply to each performing arts area:

### Dance

- Demonstrated dance skills,
- Physical and cognitive potential in dance.

### Drama

- High standard of movement skills,
- High standard of vocal skills,
- Demonstrated adaptability to various roles,
- Demonstrated creativity and imagination,
- Proficiency in script work.

### Music

- Demonstrated pitch, rhythm, creative ability and potential,
- Demonstrated concentration and focus.

Additional information regarding performance requirements is sent to applicants prior to auditions.

## Procedures for Students Seeking Enrolment in Years 7 or 11

1. Students register for an audition in Dance, Drama and/or Music. Application forms are sent to all registered students.
2. Students return application forms and required documentation.
3. Auditions are held towards the end of term 2.
4. Students short-listed, based on their audition, are interviewed by an audition panel. A rank order waiting list is then determined based on the audition and interview.
5. Positions are offered based on these lists.
6. Waiting lists remain valid for one year.

## Procedures for Students Seeking Enrolment in Years 8, 9 10 or 12

1. Students/parents contact the school expressing interest in enrolment. They are sent an Audition Application form.
2. Students return application forms and required documentation.
3. Auditions are held once every 12 months and only for those school years that the Principal deems positions are available or likely to soon become available.
4. Students short-listed, based on their audition, proceed to an interview with the Principal, member of the Executive or School Counsellor. A rank order waiting list is then determined based on the audition and interview.
5. Positions are offered based on these lists.
6. Waiting lists remain valid for one year.

**NOTE:** The Principal retains the right to offer a place to a non-local student in special circumstances and / or on compassionate grounds. The Principal will exercise that right rarely and only in consultation with the School Education Director.

## Enrolment Placement Panel

At the completion of auditions / interviews the Enrolment Placement Panel will meet to confirm enrolment decisions and review selection criteria for the next year. This panel will be comprised of the Principal (chair), a staff member other than the Principal, and a school community member nominated by the school P&C.

## Appeals

Where a parent wishes to appeal against the decision 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 School Education Director will consider the appeal and make a determination. The School Education Director will consult with the relevant principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

### ***Criteria for Non-local Enrolment Applications***

Criteria could include factors such as

- proximity and access to the school
- siblings already enrolled at the school
- access to co-educational setting
- medical reasons
- travel distances for the applicant
- talents in the Creative and Performing Arts
- availability of subjects or combinations of subjects
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school.

### ***Waiting Lists***

Realistic waiting lists are established for non-local students should placement not be available.

Parents are advised in writing if their child is to be placed on a waiting list.

The waiting list remains current for one year.

### ***Appeals***

The principal will consider any appeals for non-successful applications and any unresolved appeals are referred to the School Education Director.

## **Responsibilities of the Principal**

With regard to enrolment, the school principal is responsible for:

- informing present and prospective members of the school community about provision available at the school
- managing the school enrolments within the resources provided to the school
- advising the School Education Director of enrolment and curriculum trends in the school
- maintaining accurate and complete enrolment data
- establishing an enrolment ceiling to cater for anticipated local demand
- setting an enrolment number (a buffer) to cater for anticipated local demand during the year
- establishing a placement panel when demand for non-local places exceeds available accommodation
- documenting and promulgating the criteria for selection amongst non-local enrolment applications to parents and the school community
- making decisions on non-local enrolments at the school level wherever possible.

## Local High School Placement

Students residing within our designated local enrolment area are entitled to be enrolled. Students from government primary schools will use the *High School Enrolment Application Form*.

## Enrolment of Students with Special Learning Needs

Enrolment and placement of students with Special Learning Needs is determined by a Support Enrolment panel.

## Students with Disabilities

Northmead High School offers a range of services and resources to support the education of students with disabilities.

## Enrolment of Non-Australian Citizens

Non-Australian citizens applying to enrol at Northmead High School must hold a valid visa. Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions as determined by their specific visa class.

The visa classes include:

- Temporary Residents

- Student Visas
- Exchange Students
- Visitor Visas
- Bridging Visas

## Transfer Applications

Students' transferring between government schools is completed using the *ERN* system and its relevant procedures.

## Short Term and Part-time Attendance of Students

To assist students and families visiting locally, the school allows for students to be enrolled at Northmead for short periods of time. Students are accepted to enrol at Northmead for short periods of time.

Where this period is no more than one term, or in the case of a student involved in a special placement of no more than 2.5 days per week, the student should not be enrolled, but regarded as being on a short-term attendance.

The home school should maintain the student's name on an attendance register, with a note to the effect that the student is attending another school.

The school the student attends for a short term (the host school), must keep a record of the student's attendance and notify the home school at the end of the stay or, in the case of part-time attendance, at the end of each term.

### ***Specialised Programs***

For various reasons Northmead supports the enrolment of students requiring access to specialized programs.

### ***Part-time Enrolment***

Students are generally enrolled in a school on a full-time basis. Part-time enrolment however, is possible in some situations, including:

- students in Years 11 and 12 who choose the HSC Pathway option for the HSC

- students who undertake some of their studies external to the school
- students with disabilities involved in post-school options
- mature age students re-entering the school system

## Refusal of Enrolment

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. This in line with *Procedures Concerning Suspension, Exclusion and Expulsion of Students from School and Declaration of Place Vacant*, June 1996.

## Enrolment Data

Information is recorded about each student enrolled at Northmead High School:

- to comply with legal requirements
- for school administrative purposes
- for resourcing, accountability and reporting requirements

### **Enrolment Forms**

Information is collected from parents about each student enrolling at the school. *Application to Enrol at a NSW Government School* forms are used for collecting the required information from parents. Parents' signatures are required on the forms to certify that the information provided is correct. Bilingual student enrolment forms are available on request.

### **Register of Enrolment**

Recording of students within the Department's ERN system is the means for maintaining an enrolment register.

Information kept on ERN includes:

- the student's name and address
- birth date, gender and country of birth
- parent or caregiver's details
- the date the student enrolled at the school and the class entered
- the date the student leaves, or transfers from, the school.