POLICY ON SCHOOL ENROLMENTS

OVERVIEW

Hunters Hill High School will use the following guidelines when considering a request made by a student for enrolment:

1. All prospective students will be asked to attend an enrolment interview with his/her parents prior to Hunters Hill High making an offer of enrolment.

2. Enrolment interviews will be generally conducted by the Principal or her delegate.

3. The Enrolment Committee will determine the success or rejection of an enrolment request.

4. Enrolment Committee members will use all available information obtained from documentation, the Principal’s interview, the student’s records, contact with the student’s previous school and other information when assessing an enrolment application.

5. The school’s enrolment officer will notify all applicants of the success of any enrolment request.

ENROLMENT COMMITTEE STRUCTURE

- The structure of the school’s enrolment committee is:
  - The Principal or her delegate
  - A delegated staff member

- In the event of an appeal being made in regard to an Enrolment Committee decision, the Principal shall determine the merits of the appeal.

GENERAL ENROLMENT CRITERIA

Hunters Hill High School will use the following sources in the collation of information about students seeking enrolment at the school:

- 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 HHHS from the student’s previous school

- Information obtained through an interview conducted by HHHS with student and parent

- Documents which confirm the permanent address where the student is living

- Birth Certificates (in English) and Passports to confirm names and Dates of Birth.

- Information obtained from the student’s last TWO school reports.

- HHHS will give priority to enrollees who live within the designated Hunters Hill High School local area.

- HHHS will use historical data in the establishment of Year Buffers to provide possible positions for local area enrolments.

- HHHS will consider applications for enrolment from persons who live outside the school’s designated local area. The success of these applications will be dependent upon:
  - Space availability in the scholastic year
  - Information obtained at interview and from the student’s previous school
  - A priority rating based upon the school’s enrolment procedures

- HHHS will follow the procedures laid out in Enrolment Procedures Checklists Pages 1 and 2.
POLICY ON SCHOOL ENROLMENTS

INTERNATIONAL STUDENTS

- HHHS will consider requests for international student enrolments from the following agencies:
  - Rotary
  - Department’s International Students Centre and the Study Abroad program
  - Department’s Temporary Visa Unit (Wollongong)
- HHHS will NOT take enrolment requests from international agents.
- International student enrolment will be considered, subject to year and course availability.
- Finalised course availability will be determined at the time of a student’s entry into the school.
- HHHS will give strong preference for short term stays which begin at the start of each school year.
- HHHS will NOT generally accept short stay international students into Year 10 for Term 4 each year.
- The Principal may waive the enrolment interview requirements for an international student. This will be determined on a case-by-case basis.
- With the possible exception of the enrolment interview prior to an offer of a position, all other general enrolment criteria will be met prior to an offer of enrolment at HHHS.

YEAR 7 STUDENTS

- HHHS will consider enrolment requests from Departmental primary schools via Year 6-7 transition process.
- The school will form an enrolment panel to consider requests from the Year 6 to 7 transition.
- With the possible exception of the enrolment interview prior to an offer of a position, all other general enrolment criteria will be met prior to an offer of enrolment at HHHS.
- The enrolment panel will use specified criteria in the selection of students in the Year 6 to 7 transition process.
  - Primary Principal’s endorsed applications will generally be preferred over applications that have not been endorsed.
  - Applications that have supporting information regarding reasons why a non-local placement is requested will generally be preferred over applications without this information.
  - Live within the school’s defined local area and attend a state primary school
  - Live within the school’s defined local area and attend another primary school
  - Live in close proximity to the school
  - Students where their enrolment will help address the school in achieving a gender balance
  - Siblings of students already attending the school
  - Values consistent with school values (Details provided in application)
  - Special circumstances
  - Links with our regular community of primary schools
- For all students from non-Department schools who request enrolment into Year 7 at HHHS, standard enrolment processes including an enrolment interview will be followed.
HUNTERS HILL HIGH SCHOOL

ENROLMENT CHECKLISTS – PAGE 1

ENROLMENT ENQUIRY
- Name/D.O.B./Address
- Parent/Caregiver contact Details
- In-area OR out-of-area?
- School Year
- Previous school
- Reasons for change
- School history
- Electives or courses?
- Special support/Integration funding
- Any medical OR special requirements

SCHEDULE INTERVIEW
- Liaise with Parent and Principal re a suitable interview time
- BRING:
  - Last TWO school reports
  - THREE confirmations of address
  - Passport or Birth Certificate

PREVIOUS PRINCIPAL CONTACT
- Send Department mandatory contact form to previous school Principal re suspensions, violence and behaviour concerns

PRINCIPAL’S INTERVIEW
- Discuss school enrolment processes – Enrolment Committee
- Check Details: Name/D.O.B./Address
- Discuss reports & information from previous school
- Discuss reasons for leaving their previous school
- Discuss reasons for wishing to enrol at Hunters Hill High
- Availability of Electives in Years 9 or 10
- Availability of subjects (line structures, BOSTES requirements, class sizes etc)
- Special provisions (Integration, ESL, STLD)
- Special talents, interests, sports etc
- Discuss the School’s Code of Conduct, responsibilities, uniform and any special enrolment requirements

PHONE CONTACT PREVIOUS SCHOOL
- Information regarding:
  - Academic progress
  - School participation
  - Previous school behaviour

ACTIVATE ENROLMENT COMMITTEE
- Schedule meeting to consider the enrolment
HUNTERS HILL HIGH SCHOOL

ENROLMENT CHECKLISTS - PAGE 2

ENROLMENT COMMITTEE DELIBERATES
- Whether enrolling student lives in-area OR out-of-area
- The student's report information
- Information from interview and previous school contact
- Continuity of courses to ensure the meeting of BOSTES requirements such as electives (9 & 10) courses (11 & 12)
- Ability of HHH to accommodate the student's needs

NOTIFY FAMILY OF OUTCOME
- Parents notified of Enrolment Committee's decision
- Determine date of commencement at HHH by enrollee

APPEAL PROCESS
- Enrollee may appeal Enrolment Committee's decision to the HHH Principal

FAMILY ACTIVITIES FOR ENROLLEES
- Acceptance of Offer of Enrolment
- Parents obtain package of HHH Enrolment Forms
- Parents given a copy of School Handbook
- Parents arrange purchase of school uniform

ON ARRIVAL FOR FIRST DAY AT HUNTERS HILL HIGH

FIRST DAY FOR STUDENT
- All Enrolment Application Forms to be checked:
  - Dept. Form, Uniform, Photos, Computers, Sport
  - ATE required before an International Student can start

ELECTIVES OR COURSES CONFIRMED
- Check electives or courses for available space
- Prepare Class Enrolment Form for HT's to complete

BUDDY TO ASSIST
- Get a suitable buddy usually of the same sex
- Buddy has some common classes with new student
- Buddy should be a suitable role model
- Buddy student meet HT, YA, Roll Office, Librarian, Sports Organiser – to get entered into classes
- Return to Enrolment Officer

FINAL STEP IN ENROLMENT
- Collect Class Enrolment Form, copy for student AND original to Enrolments' Officer
- Give copy of timetable and school map to new student
- Send to new student to class