Background
The school’s enrolment policy is consistent with the principles detailed in the Department of Education and Training policy “Enrolment of Students in Government Schools: A summary and Consolidation of Policy”, August 1997 and Updated in 2012.

This policy should also be read in conjunction with the Department of Education and Training Legal Issues Bulletin No. 43 (24 December 2007): Enrolment of Students in Government Schools.

Enrolment Procedures
1. An enrolment process is undertaken by the relevant Deputy Principal (years 7,9 & 11 or 8,10 & 12) or Principal in conjunction with the Learning Support Team, Year Advisers and other staff, for secondary students who reside within the school’s local area*.

2. The process commences with the issuing of an “enrolment pack” followed by an interview with the student accompanied by a parent or carer. The information provided by Parents/carers is discussed in this interview. Students enrolling (except during the usual Year 6-7 transition periods) and their parents/carers will be interviewed by a Deputy Principal or the Principal.

3. Parents or carers will then need to complete the following forms as part of the enrolment procedures:
   - Student Details form
   - Student information checklist
   - Application for Enrolment
   - Buss Pass application (if applicable)
   - WHS General Consent form
   - WHS Medical Information Form
   - Personalised Learning Plan (PLP)
   - Other documentation as may be required.

4. Parents of students must also provide on request, proof of age and/or identity for the student/s. Parents / carers may also be required to provide identification and other documents relevant to the enrolment eg. Custody orders, proof of carer status (eg. centrelink statement)

5. Parents or carers will be required to present documentary evidence to confirm a student’s eligibility to enrol as a local (see Determining Local status of applicants below) placement. That evidence includes:
   - Council rate notice;
   - A rental agreement;
   - Electricity account; and
   - Phone account.

6. All non local enrolments are subject to available spaces while allowing for suitable buffers to be maintained for local students in each year. (See Non Local enrolment procedures below)

7. Contact with a student’s previous school by a Deputy Principal or the Principal will occur prior to any attendance at Wingham High School. A student will not be considered for enrolment if an unresolved suspension exists.
8. Students seeking enrolment during the school year due to unresolved problems at their current school will be encouraged to resolve those problems and remain at their current school at least until the end of the school year. Wingham High School will seek to facilitate such a resolution through contact with the relevant staff at the current school.

9. Upon completion of all required documentation new students will be placed in classes by Head Teachers using the relevant Wingham High School Placement Form. The student will be supported by the Year Adviser and a student mentor during the enrolment and orientation process. Class placement forms must be completed and a student timetable issued prior to a new student attending classes.

10. Departmental policy states that “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”. For information concerning the enrolment of students with a documented history of violence, the Principal refers to Legal Issues Bulletin No. 40: Collection, Use and Disclosure of Information about Students with a History of Violence.

NON-LOCAL PLACEMENTS

Enrolment of students from non-local addresses are subject to the availability of places in classes (see enrolment ceiling & buffers below) and subjects or combinations of subjects, as well as the welfare and safety of the prospective student, and students and staff at Wingham High School.

Applications from students residing outside the school’s local area will be considered by a placement panel following contact with the Principal of the designated local school of the applicant where the designated local school is unable to accept the enrolment.

The Placement Panel consists of the Principal, a teacher and a parent representative nominated by the Wingham High School P&C Association.

The placement panel has determined the criteria and priority order on which non-local applications will be considered. These are:

- Siblings already enrolled in the school;
- Safety and supervision of the student/s before and after school;
- Structure and organisation of the school;
- Compassionate and student welfare related circumstances; and
- Availability of subjects (or combinations of subjects).

Appeals against the decision of the placement panel will be decided by the Principal. If the matter is not resolved at the local level, the Director, Public Schools will consider the appeal and make a determination.

DETERMINING “LOCAL” STATUS OF APPLICANTS

Wingham High School Boundaries (the following is based on maps held at Forster district office)

Wingham High School’s drawing area corresponds to that of its associated primary schools – Wingham Brush, Wingham Public, Bobin, Elands and Mt George. It also takes in part of the drawing area for Krambach and Tinonee public schools as follows:
i) The eastern section of Krambach PS drawing area: Talara Hill (GR 360575), southwest to a nominal point at high point 215 at GR 342527, then west to a nominal point at GR 290521, then a line north to Krambach Mountain GR 290556, then northwest to a nominal point at GR 240600, then following the Mount George western boundary. The effect of this is to place the village of Krambach and its immediate surroundings in the Wingham High School drawing area.

ii) The western section of Tinonee PS drawing area: A line from Talara Hill north to a nominal point at GR 365658, where it meets the Tinonee PS/Wingham PS boundary. The effect of this is to place Bo Bo Creek and Burrell Creek areas in Wingham High School Zone. The boundary otherwise follows the boundaries of the drawing areas of its associated schools.

Grid references (GR) are taken from the appropriate 1:25 000 topographic maps. Further information may be obtained from the Department of Lands, Panorama Avenue, PO Box 143 Bathurst NSW 2795 (Phone 9228 6360, Fax 9221 5980).

CEILINGS & BUFFERS
The enrolment ceiling is calculated from available permanent teaching spaces and the capacity of these spaces (classrooms).

Within this ceiling a buffer must be maintained to accommodate local students wishing to enrol at their designated local school.

Wingham High School buffer for each Year is as follows:
Years 7-10: 4 places in each year
Years 11-12: 3 places in each year
This buffer is determined by the Principal based on historical data ie the number of students who typical apply to enrol during the year as LOCAL enrolments and the number of student who exit during the year.

Wingham High school enrolment ceiling for 2016 is: 880

Mark Thomson
Principal, 2016