**Enrolment Policy**

**Verification of Local Residency - Local Enrolment**

A student resides within the intake zone of the school.

A student who resides within the determined intake zone of Matraville Sports High School will be accepted provided he/she can prove permanent residency. **100 points of identification** is required to support local application’s to enrol.

**Non Local Enrolments**

A student who resides outside the intake zone for Matraville Sports High School, regardless of which primary school they attend.

The primary criteria for acceptance of non-local enrolments includes the availability of appropriate staff and available accommodation within the school structure.

**Criteria for Non Local Placement**

The Matraville Sports High School Placement panel determines the criteria for accepting non-local students. It is the decision of the enrolment panel that if accommodation and staff are available. These criteria are:

* A positive attendance record, including punctuality
* Demonstrated talent in sport
* Complies with the Public Schools NSW Behaviour Code for Students
* Compassionate circumstances e.g. physical, emotional and medical needs related to a student’s wellbeing

Each application is read by the members of the Matraville Sports High School Placement Panel, and judged against the criteria for non-local enrolments.

The panel makes offers of placement. The school notifies parents and guardians of the results of their applications.

**Appeals**

Where a parent wishes to appeal against the decision, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved at the local level the director public schools will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

**Enrolment Procedures**

The Department of Education procedures must be followed for all students who enrol at Matraville Sports High School.

**Local enrolment applications**

When parents/carers of students applying for enrolment contact the school by telephone or in person, the administration office staff will arrange an interview with the deputy principal or principal. If they are able to present proof of address within the school’s intake zone, they will be provided with an enrolment package, which includes advice on other required documentation.

**Enrolment documentation**

Every new enrolment must have:

* Original birth certificate, or passport
* Notice of assessment from the Intensive English Centre (if recently arrived in Australia).
* Other relevant documents, such as Court Order, AVO, etc
* School reports, including the most recent. If lost, arrangements need to be made by the parents/carers with the former school to have these posted/faxed/emailed so as to be able to present these to Matraville Sports High School
* Other reports, including NAPLAN (if available).
* Completed Application to enrol in a NSW Government school form (provided in the school enrolment package).
* Clearance forms from the previous school must be provided before enrolment is finalised (although students will not be able to provide a transfer certificate until after they have been offered a place at Matraville Sports High School.

**The enrolment process**

* At the enrolment interview, the student’s reports and other documents provided will be used as the basis for a discussion of appropriate class placement and subject selection. Selection of subjects will be subject to availability.
* School procedures and routines (outlined in the Information Book provided) will be discussed at the enrolment interview.
* Any student who is not an Australian or New Zealand citizen must have an appropriate residency visa, or approval to enrol in accordance with the conditions set by the Department of Immigration and Citizenship.
* The deputy principal/principal will explain the Department of Education procedures which must be followed, including the completion of the Application to enrol in a NSW Government School form and request for information from the previous school.
* The deputy principal/principal will send a Request for Information form to the student’s previous school to check on any history of violent behaviour or learning support needs. If necessary, a Risk Management Plan will be prepared and discussed at the first available staff meeting, before enrolment is finalised.
* If necessary, Department of Education personnel (student welfare, learning support) will be contacted regarding additional support required. Any health issues (eg anaphylaxis, diabetes) must be addressed by the development of a personal health care plan before enrolment.