



Cardiff High School Enrolment Policy

This document has been written with reference to the Department of Education (DoE) Policy Document: “Enrolment of Students in Government and the “General Enrolment Procedures” Document.

Enrolment - General

- The school’s local area is determined by the Department of Education (DoE).
- Cardiff High School makes a commitment to ensure local students are enrolled in a timely manner, supporting all of the student’s educational needs.

Cardiff High School Intake Zone



Process for Local Enrolments

1. Parents/carers complete an online enrolment application. Online applications can be accessed from the school website: <https://cardiff-h.schools.nsw.gov.au/about-our-school/enrolment.html>
2. Parents are requested to provide 100 points of identification to verify local residency, including a birth certificate. The student’s last two school reports are also required. If the student is not residing with their parent/s, documentation showing guardianship is also to be provided.
3. The application for enrolment is considered by the school enrolment panel and parents are contacted regarding the outcome.
4. Parents and student/s are invited to attend a meeting with the Deputy Principal responsible for the student’s year level. An ‘Application to enrol in a NSW Government School’ form and other school related documentation must be completed.
5. Cardiff High School will make contact with the student’s former school to request information including health care, attendance and behavioural documentation. The school counsellor may contact the student’s former school counsellor to request their student file.
6. Planning will take place, if required, to support the student’s enrolment at the school. This may require a further meeting with the parent/carer, student, external care and/or service providers and professionals, school and DoE support staff.
7. On the first day of enrolment, the new student will be accompanied by a fellow student and complete a subject enrolment form. The following day, the student is issued with their timetable.

Enrolment Panel for Local Enrolments

- For students applying for enrolment in Years 7-12, the enrolment panel will consist of the Deputy Principal responsible for the student's year level in consultation with the Principal.
- For Year 6 students applying for enrolment the following year, the enrolment panel will consist of the Principal and the Deputy Principal responsible for the student's year level.

Enrolment Cap and Local Enrolment Buffer

Cardiff High School has a set enrolment cap. The school also is required to maintain an enrolment buffer to ensure there are always places for local enrolments. When student numbers exceed the school cap, Cardiff High School is unable to accept non-local enrolments, unless exceptional circumstances of a serious nature exist.

Waiting Lists

A waiting list will be maintained for students in all year levels where no vacancy exists. This list will only be maintained for the current school year (with the exception of Year 6 student applications which will remain current for the following year). Parents/carers will be informed if a place becomes available within this time. However, a new application will need to be made to be considered for enrolment the following year.

Refusal of enrolment

Cardiff High School may refuse the enrolment of a student on the following grounds:

- **Violent behaviour** - previously documented violent behaviour, with little or no evidence of the student developing appropriate skills to manage this behaviour.
- **Illegal Substances** - previously documented possession or dealing of illegal substances with little or no evidence of the student developing appropriate skills to manage this behaviour.
- **Students above 17 years of age** – where more appropriate local educational and/or vocational pathways are available.
- **False Information Provided** - if information provided to the school through the application process regarding residency and record of attendance and behaviour is false.

Students with Special Learning Needs and Disabilities

- Applications for the enrolment of students with special learning needs and disabilities will take into consideration the school's ability to cater for the student's specific needs. However, every reasonable effort will be made to support student learning needs.
- Applications for students in the school's Special Education Classes will be considered by the Regional Placement Panel following an Access Request submission from the census school.
- Students who have previously received funding support will continue to be supported at Cardiff High School, provided supporting documentation with specific diagnosis/diagnoses are made available to the school and the Regional panel supports future reviews or applications.
- An enrolment may be delayed to allow appropriate consultation and planning to take place.

Criteria for non-Local Enrolment Applications

If places are available within the enrolment cap, the following criteria will be used by the panel in order to assess non-Local Enrolment applications in priority order:

1. Medical reasons relating to disability provisions requiring facilities of the school.
2. Compassionate circumstances of a serious nature, detailing how your local school is unable to cater to such circumstances.
3. Senior school (Years 11 and 12) students whose subject or combinations of subjects may not be available at their local school.
4. When spaces exist (under enrolment cap) consideration can be extended to siblings of current continuing mainstream students, not students exiting Year 12.

Enrolment Panel for non-Local Enrolment Applications

- For students applying for non-local enrolment in Years 7-12, the enrolment panel will consist of the School's Senior Executive staff.
- For Year 6 students applying for enrolment the following year, the enrolment panel will consist of the Principal and the Deputy Principal responsible for the student's year level.

Appeals

If the school declines the enrolment application, the following appeals process applies:

- In the first instance, appeals are to be made in writing to the school Principal with any supporting documentation attached. The Principal will contact you regarding the result of this appeal.
- If the appeal to the Principal is declined, a further appeal may be made in writing to the Director, Educational Leadership at the DoE Gateshead Office, 10 Coral Crescent, Gateshead West 2290.

Overseas Enrolments

Visitors to Australia who wish to study at a New South Wales government school must make an application through the Temporary Residents Program. For detailed information regarding the current fee structure and enrolment procedures, please visit www.internationalschool.edu.au.

Mr Josh Gane
Principal

Updated May 2021