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# Orange High School

*Honour the past, create  
the future*

## Non-Local Enrolment Policy

### Introduction

Orange High School (1150 students) is a comprehensive rural secondary school with strong community ties located in the Central West of New South Wales. The school proudly enrolls students from the Orange township and surrounding villages including Nashdale and Borenore. As a school we provide quality educational programs for all students including a strong emphasis on literacy and numeracy. Additional programs include; support and enrichment programs for academic pursuits, strong pastoral care and student support initiatives along with a wide range of leadership, musicianship, citizenship, artistic, cultural and sporting opportunities. Students are expected to achieve their personal best at an individual level and in team settings. Orange High School is characterised by talented and caring staff, who are focused on maximising student achievement through the provision of quality learning opportunities. The school has strong links with other secondary schools within the Orange School Education network, in addition to close partnerships with partner primary schools. The school has an active P&C and is developing an emphasis on student leadership within and beyond the school. Orange High has a positive learning environment and warmly welcomes families, visitors and enquiries.

### Department of Education Enrolment Policy

The Department of Education resources schools based on the population pattern within their respective area. Each school's capacity to adequately meet the educational needs for students beyond the projected enrolments has limitations.

Each school consequently has a ceiling on enrolments based on the available permanent accommodation. No additional accommodation permanent or demountable will be provided to cater for increased enrolments resulting from non-local placements.

### Management of Non-Local Enrolments

Any parent or caregiver wishing to have their child considered for approval for a non-local enrolment into Orange High School must complete an application form.

The application form is available from the Orange High School website [www.orange-h.school@det.nsw.edu.au](http://www.orange-h.school@det.nsw.edu.au) or the front office of Orange High School. When completed the form is to be submitted via email [orange-h.school@det.nsw.edu.au](mailto:orange-h.school@det.nsw.edu.au), posted or in person to Orange High School.

The application will initially be assessed by the Principal. If necessary the application will then proceed to a school placement panel for consideration and approval determination. The placement panel will consider the application as soon as practicable. In assessing the application, the panel will only consider those matters presented on the application form and not oral or other submissions. Parents and caregivers will be informed of the outcome in writing. An appeal process for all decisions is available.

An important part of the application will be contact with the senior executive of an applicant student's current school or prior circumstances to ascertain a history of the child's previous enrolment.

Non-local enrolments with unresolved issues at previous schools won't be considered for placement unless the issues have been settled with the previous school.

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

The primary criteria for acceptance of non-local enrolment include the availability of appropriate staff and of permanent classroom accommodation.

Additional criteria that will be taken into consideration for non-local enrolment applications should be expanded upon in the application form attached. It is anticipated each applicant will have different needs/reasons for applying for non-local enrolment. Applicants are invited to provide as much information as possible to enable an accurate assessment. Criteria could include factors such as the below, however this is not a complete list and applicants are encouraged to add others: (criteria are not listed in any order of priority):

- Student has an existing sibling already enrolled at the school
- Student seeks enrolment based on compassionate circumstances
- Student care arrangements including safety and supervision before and after school
- Other exceptional or extraordinary circumstances

It should be noted that where an out of zone placement is made, it is only for that child and does not automatically ensure placement of siblings at Orange High School.

### **Waiting Lists**

Where no non-local places are available in a year group, a waiting list may be established for non-local students. Parents will be advised in writing if their child is on a waiting list. Waiting lists will expire at the end of each calendar year.

### **Placement Panel**

A placement panel may consider all applications for non-local enrolment. The panel will consider applications in light of the stated criteria and consider each place individually.

### **Appeals**

Appeals may be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved it may be referred to the Director, Educational Leadership for the Orange network to resolve. Appeals are to determine whether the stated criteria for the non-local enrolment have been fairly applied.

### **Conditions of Enrolment**

It is a condition of enrolment at Orange High School that students observe the school rules and student policies and that they wear the official school uniform.

Application for non-local enrolment at \_\_\_\_\_

## General information for parents

As part of enrolment processes in the Orange Network of Public Schools, parents are encouraged to make contact firstly with their local school when considering the best placement for their child. This provides an opportunity for parents to gain insight and understanding of their local school context and educational offerings.

Children are always guaranteed a placement in their local school. You may check for your local school using the Schools Locator which can be found on the Department of Education website.

Should you wish to seek a non-local school enrolment, you are required to complete the sections below.

This application does not guarantee enrolment at the school.

### ***Student Information***

Family Name: \_\_\_\_\_ Date of Birth: \_\_\_ / \_\_\_ / \_\_\_

Given Name(s): \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Current school: \_\_\_\_\_

Current scholastic year (K-12): \_\_\_\_\_

Parent/carer name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### ***Non-local school placement request***

Proposed scholastic year (K-12): \_\_\_\_\_ Proposed date for enrolment: \_\_\_ / \_\_\_ / \_\_\_

Please use the form on next page to provide reasons for seeking non-local enrolment based on the criteria indicated.

Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Applicant Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Please provide reasons for seeking non-local enrolment based on the following criteria:

<b>Siblings</b>	Name of Sibling/s:  Grade of Sibling/s:
<b>Medical Reasons</b>  <i>(Please attach supporting documentation)</i>	
<b>Safety &amp; Supervision of Student before and after school</b> Note: <ul style="list-style-type: none"><li>• <i>This does not include accessing Oosh Centres</i></li><li>• <i>If consideration is given to a carer (which is supposedly in zone) the 100 point check is applied</i></li></ul>	
<b>Proximity &amp; Access to School</b>	
<b>Other factors as to why my child would benefit in this educational setting</b>	

**Please attach any other supporting documentation**

**Please note this application does not guarantee placement at the school**