Woonona High School
Enrolment Policy and Procedures

A student is considered to be enrolled at Woonona High School when he or she is placed on the admission register of a school.

Children are entitled to be enrolled at Woonona High School when the child’s home is situated within the designated intake area for Woonona High School (and if the child is eligible to enrol following an acceptable risk assessment).

For students seeking to transfer from another school, a pre-enrolment risk assessment will be carried out.

Parents may seek to enrol their child in the school of their choice.

The enrolment ceiling for Woonona High School is set each year to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.

Non-local enrolments will be accepted using the following protocols:

**Primary Criteria:**
- Availability of appropriate staff and permanent classroom accommodation (a buffer of 8 in each year group is allocated to accommodate potential local enrolments);
- Capacity of the WHS Welfare/Discipline system to cater adequately for individual student needs;
- Attitude to schooling and learning;
- Motivation / interest in extra-curricula activities;
- Performance reflecting ability;
- Acceptable outcomes of a risk assessment.

The following additional criteria may be considered.

**Additional Criteria:**
- Siblings already enrolled;
- Structure, curriculum and organisation at WHS;
- Proximity and access to WHS;
- Student attends a local primary school and wishes to continue schooling with their cohort;
- Special interests and abilities;
- Medical reasons;
- Safety and supervision before and after school;
- Other compassionate, social, welfare or academic circumstances supported by the non-local primary/high school.

Note: expressions of concern regarding other schools do not serve as a justification for an out of area enrolment.

**Parent / Student Interviews**
The Principal will interview the student seeking enrolment in the presence of a parent. This will occur prior to a final decision being made. Parents must provide appropriate documentation upon request including recent school reports.
Proof of Residency
The onus will be on the parent to provide, upon request, at least three original proofs of residency which could include utility bills, lease agreements or council rate notices. The school must be satisfied beyond doubt of residency before an enrolment application can proceed.

Year 7 Enrolments
Year 7 enrolments are subject to the same criteria and requirements as above.

In addition, a Year 7 Placement Panel, consisting of the Principal, Deputy Principal and a parent nominated by the P&C, will be established to make recommendations on all non–local enrolment applications. The Principal will chair the panel and will exercise a casting vote. Other staff, when appropriate, may be co-opted by the panel for advice but without voting rights. The office SAO will provide clerical support for the panel.

Following placement decisions:
Following the panel's placement decision meeting, the Principal will:

- Write to parents advising if their request for Choice 1 non-local placement was successful or not.
- Advise parents who may then be asked to respond by telephone or return slip to the offer of placement within (3) days;
- Notify the primary principal of the outcome of Choice 1 non-local school, if applicable. This will occur even if the student has been placed on a waiting list for WHS.
- Create a waiting list and advise parents of placement.

Appeals
The purpose of the appeal is to determine whether the stated criteria in the school policy have been considered when determining the placement. When a parent wishes to appeal against the decision of the placement panel, 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 School Education Director, after consulting the Principal as necessary, will consider the appeal and make a determination.

Evaluation
The WHS community will regularly review the policy.