ENROLMENT CEILING AND ENROLMENT BUFFER

Liverpool Girls' High School maintains an enrolment ceiling, based on available accommodation and total numbers in each year group. Within the enrolment ceiling, a buffer of at least 8 places will be maintained in each year group to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students.

ENROLMENT PLACEMENT PANEL

A panel has been established to ensure that fair and equitable decisions are made about enrolment of students within the school. The placement panel will primarily consider non-local applications for enrolment.

The panel consists of:

- Principal
- Head Teacher, Welfare
- Deputy Principal
- Member of the parent body (where possible)
- Year 7 Year Adviser (for Year 6 to 7 students)

CRITERIA FOR ENROLMENT AT LIVERPOOL GIRLS' HIGH SCHOOL

Girls seeking enrolment at Liverpool Girls' High School should meet the following criteria to be eligible for enrolment.

In Area Placement (area set by Department of Education and Communities)

Enrolment of Students in Government Schools, A Summary and Consolidation of Policy (1998) outlines the guidelines for a single sex high school.

Single-sex high schools have a designated enrolment area. Students residing within that area will be able to enrol, as far as possible and particularly if enrolling at the commencement of the year. Students living outside the designated area will be enrolled if accommodation is available consistent with the school’s enrolment policy.

Some single-sex high schools have boundaries which extend across the boundaries of a number of local high schools. Where this occurs, the single sex school will have guidelines to assist in enrolling students. The most important guideline will be proximity to the school.
**In-area Placement**

(i) Proof of address, from at least three (3) different sources, in name of parent or caregiver. These could include council rate notice, rental agreement, electricity bill, gas bill ... Families must live in the DEC local boundaries for them to be considered ‘local students’. Students enrolling will also need to provide a birth certificate and/or passport and other documents such as Family Court Orders, School Reports, including the most recent and proof of clearance from the previous school. Temporary visa holders need to be checked with DEC before enrolment can take place.

(ii) Where a parent claims that the student lives with a guardian (other than a parent) in area we require a Statutory Declaration to state who is the legal guardian.

(iii) A risk assessment and information form will be sent to the previous school for review before the enrolment interview and before enrolment is finalised.

(iv) An appointment will be made with a Deputy Principal to go through expectations, find out about the student, and issue timetables and classes along with a diary and assessment booklet.

(v) Once a student has been accepted all forms will need to be returned to the school, school uniform purchased and a portion of the school contribution and subject cost contribution paid. Starting date will be two to three days following the interview.

**Non-local enrolment applications**

Non-local students may be considered for enrolment based on current student numbers and the gap in the enrolment ceiling. Consideration may be given for;

(i) sibling rights if the student applying for enrolment has already a sibling within the school and there are spaces;

(ii) special welfare consideration based on student’s circumstances;

(iii) availability of subjects or combination of subjects not available in local high school;

(iv) need for single sex school – based on the need for ‘Girls’ Education strategies’;

(v) safety and supervision of the student (or sibling) before and after school;

(vi) compassionate reasons (eg medical, disability) to be determined by the panel based on individual applications; or

(vii) proximity to the school.

**Waiting Lists**

A waiting list for non-local enrolment will be maintained for a period of ONE calendar year. The size of the waiting list will reflect realistic expectations of potential vacancies and applicants will be advised of this.

**APPEALS**

Where 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 Director of Public Schools, Liverpool will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.
ONCE ENROLMENT HAS BEEN MADE –

DAY 1

☑️ The Deputy Principal will inform the Year Adviser of the student’s starting date. A timetable for the new student will be printed and issued to each faculty to inform about the enrolment. When the student arrives on the first day they need to report to the fees office for a photograph to be taken for the student ID card. On the first day, the student will meet their buddy (student from the same class or group) who will show them to class and around for the day. The Year Adviser will meet the student at recess and introduce themselves.

☑️ Class teachers must not add students to any class roll unless they have sighted the student's timetable indicating that they have been placed in that class. A personalised school timetable is proof of enrolment.

☑️ The Deputy Principal will ensure that any known issues are referred to the Year Adviser and, if necessary, the Executive Team, Learning Support Team, Careers Adviser, STLA, Counsellor and/or Welfare Team, so that students can be provided with appropriate support.


Framework Developed 2009
Revised 2010
To be reviewed 2012
Reviewed June 2012, January 2014
To be reviewed December 2014

Appendix:

- Enrolment Request Form
- Enrolment Checklist
- Student Application to Enrol at LGHS