



TUGGERAH LAKES SECONDARY COLLEGE TUMBI UMBI CAMPUS

ENROLMENT POLICY FOR LOCAL AREA

Rationale: TLSC Tumby Umbi Campus operates as a middle years site within a collegiate and learning community and enacts DEC policy in enrolling all students in its local area.

Purpose of the Policy: Explain site specific procedures within the DEC policy and a collegiate structure.

Site Specific Procedures: This campus ensures that DEC policy is interpreted and enacted to ensure that students presenting for enrolment at this site are treated fairly and within legislative, policy and local guidelines.

The following procedures provide evidence of consistency with DEC policy

Local Enrolments

- Every enrolment follows DEC guidelines
- Timelines for Transition 6 – 7 are adhered to strictly
- Known boundaries are adhered to along with the initial agreement made at the time of the establishment of Tuggerah Lakes Secondary College. The direct partner schools of this campus are Bateau Bay PS, Brooke Avenue PS, The Entrance PS and Wamberal PS
- Consideration is given to the special circumstances of every enrolment
- Student enrolling from partner primary schools as part of Transition 6 – 7 are subject to the processes and procedures informing the transition practices of secondary sites in the Tuggerah Lakes Learning Community
- Where a student seeking enrolment is from the local area but not from a partner primary school and/or unknown to this site then the following occurs
 1. Enrolment request is taken
 2. Parent/carer provides verification of residential address using the 100 Point Identification Checklist
 3. Background information fax is sent to previous school
 4. Check on the existence of a counsellor file is carried out
 5. Enrolment interview is conducted with relevant Deputy Principal
 6. Learning assessment is conducted by a member of the Learning Support Team
 7. All information is collated and provided to the Principal to determine the level of risk of the enrolment and then sign off on the enrolment as appropriate
 8. Support is sought from Area Office personnel when and if required

POLICY REVIEW: This policy is reviewed as part of the annual preparation for the new school year.