



## TUGGERAH LAKES SECONDARY COLLEGE TUMBI UMBI CAMPUS

### ENROLMENT POLICY FOR NON - LOCAL AREA

**Rationale:** TLSC Tumby Umbi Campus, like every Public School serves its local community by providing quality education to local children. Preference is given to local area enrolments. Where possible, non-local enrolments can occur if the campus can place the student in an appropriate class and provide the required subjects and support based on the grounds for enrolment.

**Purpose of the Policy:** Explain site specific procedures within the DEC policy and a collegiate structure. The continued growth of the campus means that there is a limit on available enrolment places for non-local enrolments.

**Site Specific Procedures:** Application for non-local enrolments at TLSC Tumby Umbi Campus are carefully considered by the Enrolment Placement Panel consisting of the Principal, Enrolment Manager and a parent. The panel consider all non-local applications against a set criterion. Minutes of the Enrolment Panel are kept

Each year the Enrolment Panel sets an enrolment ceiling and buffer based on available permanent accommodation and existing campus resources.

The buffer refers to the enrolment number designated to cater for anticipated local area enrolments during the academic year. Placements within the buffer cannot be given to non-local enrolments.

#### **Non-local Enrolments:**

Non-local enrolments only proceed on the following grounds, in no priority order

1. Welfare needs relating to students wellbeing including request from Area Office
2. Availability of resources to meet students' needs
3. Safety and supervision of students before and after school
4. Proximity and access to the campus
5. Compassionate circumstances
6. Attendance at partner primary school

None of these six actions occur without contact being made with the previous school or the site of which the student is zoned to attend.

**Panel Decisions:** To assist the panel apply the published criteria, parents/carers are asked to provide as much verifiable information as possible with the initial application. Where an application is for a student moving from Year 6 into 7, a supporting statement from the current Principal is required.

The Enrolment Panel's decision is based on the context of the campus's available resources.

Parents/carers applying for non-local enrolment are provided with the decision of the Enrolment Panel in writing.

**Waiting Lists:** Where an application is unsuccessful, the parent/carer can elect to have the student placed on a waiting list. Waiting lists apply for the current school year only.

**Appeals:** Appeals regarding the Enrolment Panel's decisions are to be made in writing to the Principal within 10 school days of the parent/carers letter from the panel.

All unresolved appeals are directed to Area Office in writing

NSW DEC Area Office  
Level 3  
40 Mann Street  
GOSFORD NSW 2250

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



# 100 POINT IDENTIFICATION

## RESIDENTIAL ADDRESS FOR STUDENTS

### NOT ATTENDING PARTNER PRIMARY SCHOOL

To process our application we require documentation to verify your residential address.

General Guidelines:

- All documents **MUST** be in the name of the enrolling parent/carer
- At least **ONE Category A** document is required
- A copy of the original documents is accepted (Documents printed off the internet are not acceptable)
- All documents must be current (dated within the last 3 months)
- Personal references are not considered.

	DOCUMENTATION	POINTS (office use only)
<b>CATEGORY A</b> <b>50 points</b>	<ul style="list-style-type: none"> <li>• Electricity Bill</li> <li>• Gas bill</li> <li>• Water rates</li> <li>• Telephone (not mobile)</li> <li>• Land rates</li> <li>• Proof of purchase of residential property</li> <li>• Current lease – (must be 12 month lease)</li> <li>• Centrelink</li> <li>• Electoral Roll</li> </ul>	
<b>CATEGORY B</b> <b>30 points</b>	<ul style="list-style-type: none"> <li>• Drivers Licence</li> <li>• Motor Vehicle/Marine Vessel/Trailer documents (Registration/Insurance)</li> <li>• Bank account</li> <li>• Mobile phone account</li> <li>• Union membership</li> <li>• Superannuation documents</li> <li>• Medical accounts</li> </ul>	
<b>CATEGORY C</b> <b>10 point</b>	<ul style="list-style-type: none"> <li>• Post office – Mail redirection</li> <li>• Retail purchase</li> <li>• Statutory declaration</li> </ul>	

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Copies attached: YES / NO