

Enrolment of Students at Hastings Secondary College

Hastings Secondary College is committed to providing the highest quality educational opportunity and experience for every student regardless of the campus they attend.

Our policy complements the enrolment procedures that are in place across the Hastings Valley Community of Schools, and is consistent with the [Enrolment of Students in NSW Government Schools Policy, 1997](#), the [Enrolment Policy Information For Parents, 2019](#) and the [General Enrolment Procedures 2018](#).

The Hastings Secondary College enrolment procedures is based on the following principles

- Students are entitled to be enrolled in Hastings Secondary College at the Campus that is designated as their local campus based on where the student's home is situated.
- The designated [local intake area](#) for each campus is determined by the Department of Education through a process involving consultation between the Asset Management Unit and the Director, Educational Leadership (or designated officer). The school finder tool provides information about [local intake area](#) for each campus to assist parents in determining their child's local campus or school. The areas identified in school finder are subject to change.
- Parents may apply to enrol their student in their local campus, or may elect to apply to enrol their student at another campus or school which, if successful, would become their designated school. Enrolment in a non-local campus or school however is subject to the student enrolment buffer and student enrolment cap for each campus (see below). Parents who seek a non-local enrolment will need to apply through the College's enrolment officer.
- The Department of Education has specialised schools, programs and services, and temporary resident enrolments that are subject to specific procedures, eligibility criteria and assessments procedures. Enrolment in these settings is not subject to a local intake area. At Hastings Secondary College, this includes specialist support classes.
- The decision on where to enrol a student in a specialist support class, and with what level of support, will depend on a number of factors, including
 - a student's educational needs
 - the expressed desires of parents and carers
 - the capacity of the system to provide the level of support services required generally and at a particular campus
 - the availability of support services at alternative locations
- Enrolment practices at Hastings Secondary College are transparent and non-discriminatory.

Year 6 to 7 local campus enrolment

Year 6 students who are transitioning to Year 7 at Hastings Secondary College are entitled to be enrolled at the campus that is designated for the local intake area within which the child's home is situated.

If your student's home address is located within the local intake area for their current primary school, their local Campus of Hastings Secondary College is as follows.

Students whose home address is within the local intake area for Hastings Public School transition to Hastings Secondary College, Port Macquarie Campus.

Students whose home address is within the local intake area for Lake Cathie Public School transition to Hastings Secondary College.

Students whose home address is within the local intake area for Port Macquarie Public School transition to Hastings Secondary College, Port Macquarie Campus.

Students whose home address is within the local intake area for Rollands Plains Upper Public School transition to Hastings Secondary College, Westport Campus.

Students whose home address is within the local intake area for Tacking Point Public School transition to Hastings Secondary College, Westport Campus.

Students whose home address is within the local intake area for Telegraph Point Public School transition to Hastings Secondary College, Westport Campus.

Students whose home address is within the local intake area for Westport Public School transition to Hastings Secondary College, Westport Campus.

Non-local campus enrolment applications and 100 point residential check

Student enrolment cap

Consideration of a non-local Campus enrolment application is subject to the student enrolment capacity of the campus.

Each Campus of Hastings Secondary College has a student enrolment cap which has been determined by the Department of Education. The student enrolment cap is the number of students that may be accommodated based on the number of permanent classrooms available at each campus.

The student enrolment cap for each campus is an indicator of whether or not a campus has the capacity to accept non-local enrolments.

At Hastings Secondary College, the student enrolment cap for Westport Campus is 1100 students. The student enrolment cap for Port Macquarie Campus is 780 students.

Student enrolment buffer

In addition, each campus is required to set aside a number of enrolment placements to cater for anticipated local enrolment demand and to seek to ensure that every eligible local child has a place at their local campus. This number is called the student enrolment buffer. The student enrolment buffer is currently set at 5% of the student enrolment cap.

Each campus provides places from their student enrolment buffer for students who arrive into the local intake area for the campus during the secondary school years. Places in the student enrolment buffer are *not* offered to non-local students.

The student enrolment buffer for Westport Campus is 55 students. When enrolment at Westport Campus reaches 1045, *no* non-local enrolments will be offered.

The student enrolment buffer for Port Macquarie Campus is 39 students. When enrolment at Port Macquarie Campus reaches 731, *no* non-local enrolments will be offered.

Hastings Secondary College non-local enrolment panel

The Hastings Secondary College non-local enrolment panel considers each application for non-local area enrolment in two steps.

1. A panel comprising the Head Teacher, College (enrolment officer) and Executive Principal considers the application and any supporting documentation.
2. A recommendation is made for consideration by the Principal Leadership Team, inclusive of both campus principals.

In assessing the application of the criteria to individual cases, the non-local enrolment panel will consider only those matters presented in the application form and not oral or other submissions. The decisions made by the placement panel must be made within the context of the agreed student enrolment cap and the student enrolment buffer which is reserved for local area students arriving later in the year. The non-local enrolment panel records all decisions and minutes of meetings, and are made available on request by the Director, Educational Leadership (or designated officer).

In the event of a parent appealing the decision made by the non-local enrolment panel, they may appeal in writing the Director, Educational Leadership, Hastings Network. The Director will consider the appeal, make the determination and inform the parent in writing.

Residential Address Check

Under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in a campus.

A campus that is at, or nearing, its local student enrolment buffer will use a 100-point residential address check to determine the student's entitlement to enrol at the campus.

See Appendix 1: 100 point Residential Address Check

Criteria for non-local area enrolment applications

Hastings Secondary College enrolment policy encourages all students to enrol in their designated local campus unless a compelling reason exists for an alternate enrolment.

Hastings Secondary College can only consider non-local applications for a campus where enrolments at the campus are below the student enrolment buffer and the student enrolment cap.

Hastings Secondary College may consider non-local campus enrolment applications based on the following criteria. You are required to provide original copies of relevant documentary evidence, as appropriate to support your application. They are in no particular order.

- Medical reasons (e.g. access to hospitals or specialised medical services)
- Availability of subjects or combinations of subjects (applicable to Years 11 and 12)
- Siblings enrolled at the school
- Special interests and abilities
- Compassionate or family circumstances

*Note: Satisfying one or more of the above criteria does not guarantee enrolment.

The placement panel ensures that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

Appeals

Where a parent wishes to appeal against the decision of the non-local enrolment panel, the appeal should be made in writing to the Executive Principal who will seek to resolve the matter. If the matter is not resolved at the local level, the Director, Public Schools NSW will consider the appeal, consult and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Enrolment of students with special learning needs

Requests for enrolment in special classes or special schools are considered by the Hastings Network Placement Panel. Further information can be obtained by contacting the Department of Education, Port Macquarie Office directly.

Refusal of enrolment

Campus principals may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour. For post-compulsory school-aged students, a campus principal may undertake a risk assessment if it is believed that an applicant may not have the ability to work independently or socialise in the more adult environment of the senior school years and therefore would be putting them and learning at risk.

Identifying your local school and campus

The local intake area for each campus may be found on the Department of Education's web site [School Finder](#).

Please note: Parents where their student's home address is within the local intake area for Lake Cathie Public School are invited in the first instance to contact the Hastings Secondary College Enrolment Officer, Michelle Garven.

Appendix 1: 100 point Residential Address Check

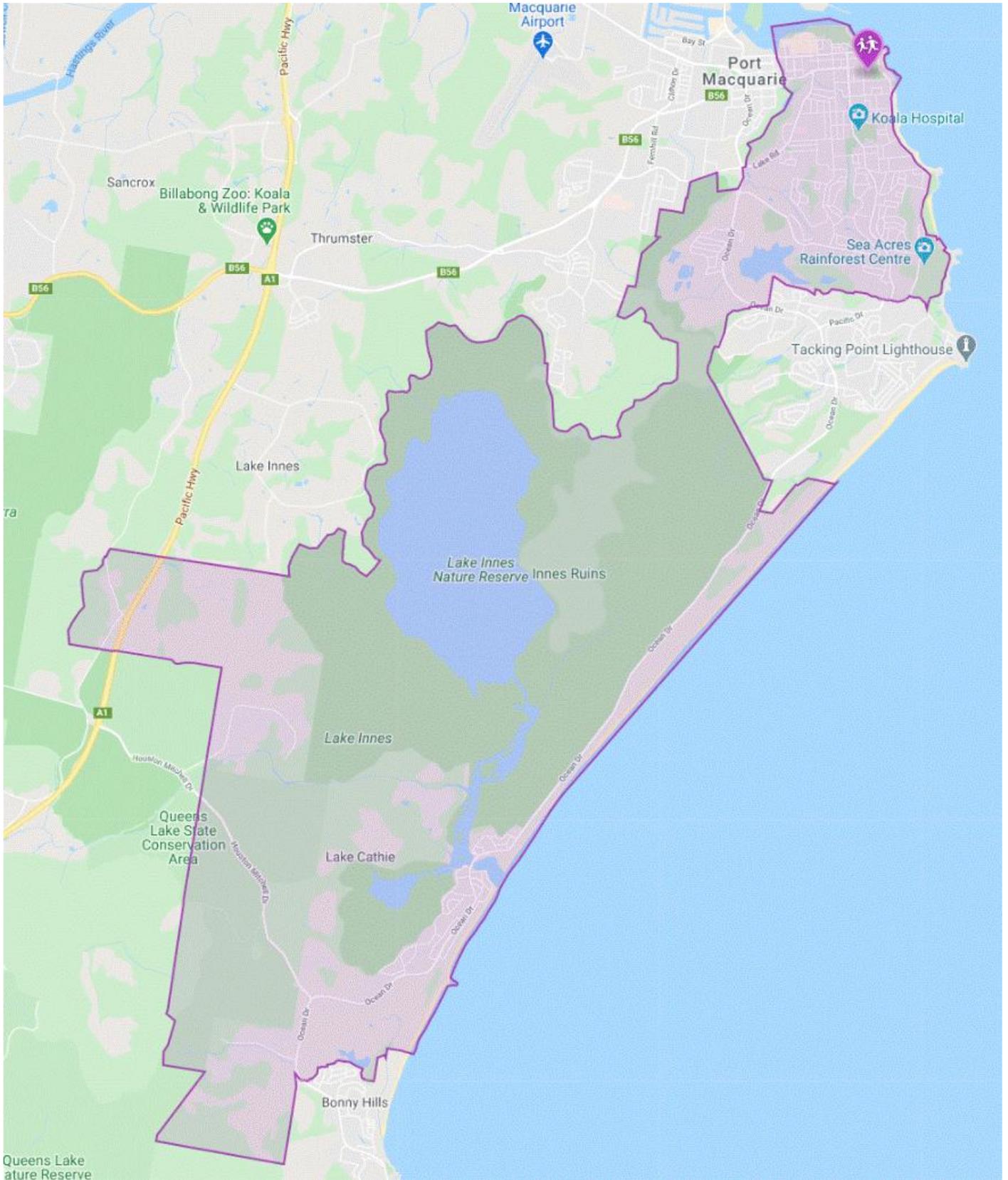
Document showing the full name of the child's parent or carer	Points
<p>Only one of: (i.e. no additional points for additional documents)</p> <p><input type="checkbox"/> Council rates notice OR</p> <p><input type="checkbox"/> Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt OR</p> <p><input type="checkbox"/> Exchanged contract of sale with settlement to occur within the applicable school year</p>	<input type="checkbox"/> 40
<p>Any of the following</p> <p><input type="checkbox"/> Private rental agreement for a period of at least 6 months</p> <p><input type="checkbox"/> Centrelink payment statement showing home address</p> <p><input type="checkbox"/> Electoral roll statement</p>	<input type="checkbox"/> 20 <input type="checkbox"/> 20 <input type="checkbox"/> 20
<p>Any of the following</p> <p><input type="checkbox"/> Electricity or gas bill up to three months old showing the service address</p> <p><input type="checkbox"/> Water bill up to three months old showing the service address</p> <p><input type="checkbox"/> Telephone or internet bill up to three months old showing the service address</p> <p><input type="checkbox"/> Drivers licence or government issued ID up to three months old showing home address</p> <p><input type="checkbox"/> Home building or home contents insurance showing the service address</p> <p><input type="checkbox"/> Motor vehicle registration or compulsory third-party insurance policy showing home address</p> <p><input type="checkbox"/> Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this</p>	<input type="checkbox"/> 15 <input type="checkbox"/> 15 <input type="checkbox"/> 15 <input type="checkbox"/> 15 <input type="checkbox"/> 15 <input type="checkbox"/> 15
Total	

Appendix 2 Local Intake areas for

Hastings Secondary College Port Macquarie Campus

Hastings Secondary College Westport Campus areas

Hastings Secondary College Port Macquarie Campus



Hastings Secondary College Westport Campus

