



## Hunter Sports High School Enrolment Procedures

These procedures have been written with reference to the Department of Education (DoE) Policy document: “Enrolment of Students in Government Schools: A Summary and Consolidation of Policy, August 1997” and the “Implementation statement on enhanced enrolment procedures”.

### Enrolment General

The following procedures are to ensure enrolment at Hunter Sports High School caters for the needs of students and is clearly understood by parents and the community.

Children are entitled to be enrolled at the government school that is designated for the intake area within which the child’s home is situated and that the child is eligible to attend.

Hunter Sports High is a partially selective sports high school and has specific selection criteria for enrolment into our Talented Sports Programs. We also have a Big Picture Academy that has a specialised enrolment procedure.

Hunter Sports High School makes a commitment to ensure all enrolment applications are considered in a timely manner, supporting all of the student’s educational needs.

### Enrolment Ceilings

Enrolment ceilings will be maintained to accommodate local students seeking enrolment during the school year, with a buffer ranging from 5-10 places per academic year group.

In Years 11-12, students will be enrolled contingent upon the school’s ability to cater for their previous pattern of study within the school timetable. Students may be offered Distance Education for a single subject only. Class size restrictions of 24 students apply for all subjects.

When enrolment applications exceed available positions the school will form a placement panel.

### Local Enrolment Procedures

1. Parents/carers make contact with the school to complete an enrolment enquiry form. Parents are requested to provide documentation to verify local residency, a birth certificate and the student’s last two school reports. If the student is not residing with their parent/s, documentation showing guardianship is also to be provided.
2. An ‘Application to enrol in a NSW Government School’ form will be issued.
3. Hunter Sports High School will make contact with the student’s former school to request information including health care, attendance and behavioural documentation. The school counsellor may contact the student’s former school counsellor to request their student file.
4. Parents and student/s are expected to attend a meeting with the Deputy Principal responsible for the student’s year level with the exception of students starting at the beginning of Year 7 where information will be collected from primary schools and the High School learning support team will place students in classes. Subject selections for students in Years 9, 10, 11 and 12 will take place during this meeting.
5. Planning will take place, if required, to support the student’s enrolment at the school. This may require a further meeting with the parent/carer, student, external care and/or service providers and professionals, school and DoE support staff and may include academic testing.
6. On the first day of enrolment, the new student will be issued with their timetable and will be accompanied by a fellow student mentor. Students must be in full school uniform.

## Talented Sport Program Enrolment Applications

If your child wishes to apply to be enrolled in one of our **Talented Sports Programs** you will need to contact the school directly for an application package or apply online via the Talented Sports Program section of the Hunter Sports High School website [www.huntersports.com.au](http://www.huntersports.com.au)

Our Talented Sports Programs identify and strengthen skills to develop elite athletes in their chosen sport. Students participating in the Talented Sports Program undertake specialised development programs in their chosen sport during school time as a school subject. This is integrated with a full academic curriculum which caters for the needs of the talented athlete. Our programs are highly competitive with limited places.

### Selection procedures

Students can only apply for **one** sports program. Placement in our Talented Sports Program is dependent on a student demonstrating ALL of the following:

- Talent and skill in their chosen sport
- Capacity to be self-directed and self-regulated
- An ability to work well with a partner and in teams
- A positive attitude to their school studies and education

All students seeking placement in a Talented Sports Program are required to submit a completed application form, reports from the past two years and the most recent NAPLAN results to Hunter Sports High School. The selection process will include a trial in the nominated sport, fitness testing, as well as an analysis of school reports and NAPLAN results. The acceptance of a student into a Talented Sports Program is dependent upon satisfying both schooling and sporting criteria.

Hunter Sports High School stages two separate trial days each year:

- **For students who are currently in Year 6** and trialling for Year 7 enrolment the following year, trials are usually held in May.
- **For students who are currently in high school** and looking to transfer to Hunter Sports High School in the following year, trials are usually held in August.

Trial dates and details are published on the Hunter Sports High School website well in advance of each trial period. Trial locations and times are subject to change and parents are responsible for checking the website regularly for any changes up until the trial date.

**Successful applicants** will be notified by mail and are required to make an appointment with the Deputy Principal responsible for the relevant year group to start the enrolment procedure. Successful applicants are required to pay an annual fee and be available to represent Hunter Sports High in any Hunter, New South Wales Combined High Schools, New South Wales All Schools Carnival, game or competition for which she/he is selected. Program fees must be paid by the due date to confirm your position in the Talented Sport Program.

**In cases where the applicant is successful but no vacancy exists** in the chosen sport or relevant year group, the applicant will be placed on a **waiting list** and parents will be advised of this in writing. When a vacancy occurs, the placement panel will meet to determine the next eligible applicant and that applicant will be notified. The waiting list will remain valid during the current intake period only (i.e. applicant must re-apply and re-trial the following year).

**Applicants who are unsuccessful** in gaining a place in the Talented Sport Program will be notified by mail.

### Placement Panel

For all TSP applications, the placement panel will comprise of the Director of Sport, Deputy Principal responsible for TSP, Learning and Support Teacher and a P&C representative.

## Talented Sports Program Capacity

The optimum maximum numbers for each Talented Sports Program operating at Hunter Sports High School are based upon:

- Staffing
- Training facility size on and off the school site
- Transport availability for off-site programs

Hunter Sports High School's Talented Sports Program enrolment processes, regarding applications, trial formats and placement offers will align to optimum program maximum numbers being adhered to.

## Big Picture Academy Enrolment Applications

If your child wishes to apply to be enrolled in our Big Picture Academy you will need to contact the school directly for an application package.

Big Picture Education programs are defined by their commitment to educate "one student at a time" in a community of learners. The students learn how to become increasingly responsible for developing their own individual learning goals and plans. Their learning is relevant because they are able to pursue their own interests and passions.

### Selection Procedures:

Students wishing to enrol into the Big Picture Academy will need to complete an application form, participate in a Big Picture 'shadow day', deliver a mini exhibition presentation and attend an interview. Students need to demonstrate an ability to be self-regulated and self-directed and have a unique set of interests, needs and capabilities around which personalised learning plans can be designed.

If places become available in the Big Picture Academy, priority will be given to students already enrolled at Hunter Sports High School. If there is a vacancy in an advisory and there are no current students enrolled at Hunter Sports High School on the waiting list, then priority will be given firstly to a local student not enrolled at Hunter Sports High School and secondly to a non-local student on the Big Picture waiting list.

### Big Picture Enrolment Panel

For all Big Picture applications, the placement panel will comprise of the Big Picture Deputy Principal, the Big Picture Coordinator, the relevant Big Picture advisor and a P&C representative.

### Big Picture Academy Capacity

Each Advisory will have no more than 20 students. Local Enrolment applications will be considered as a priority.

## Non-Local Enrolment Applications

### Criteria

If places are available within the enrolment ceiling, the following criteria may be used by the panel in order to assess non-Local Enrolment applications:

- Siblings currently attending Hunter Sports High School.
- Previous enrolment at Hunter Sports High School.
- Previous enrolment in a local partner Primary School.
- Level of school attendance and behavioural history.
- Academic, cultural and sporting achievements of the student.

- Compassionate circumstances.
- Date of Application
- Proximity and access to the area with an emphasis on travel arrangements and student safety.
- Specific medical and learning needs of the student.

### Placement Panel

- For students applying for non-local enrolment in Years 7-12, the placement panel will consist of the Deputy Principal responsible for the student's year level in consultation with the Principal.
- For Year 6 students applying for enrolment the following year, the placement panel will consist of the Principal, the Deputy Principal responsible for the student's year level, a P&C representative and the Year Adviser.

### Waiting Lists

A waiting list will be maintained for students in all year levels where no vacancy exists. This list will only be maintained for the current school year (with the exception of Year 6 student applications which will remain current for the following year). When a vacancy occurs the Placement Panel will meet to determine the next eligible applicant. Parents/carers will be informed if a place becomes available within this time, however, a new application will need to be made to be considered for enrolment the following year.

### Declined Enrolment

Hunter Sports High School may decline the enrolment of a student on the following grounds:

- Violent behaviour - previously documented violent behaviour, with little or no evidence of the student developing appropriate skills to manage this behaviour.
- Illegal Substances - previously documented possession or dealing of illegal substances with little or no evidence of the student developing appropriate skills to manage this behaviour.
- Students above 17 years of age – where more appropriate local educational and/or vocational pathways are available.
- False Information Provided - if information provided to the school through the application

### Appeals

If the school declines the enrolment application, the following appeals process applies:

- In the first instance, appeals are to be made in writing to the school Principal with any supporting documentation attached. The Principal will contact you regarding the result of this appeal.
- If the appeal to the Principal is declined, a further appeal may be made in writing to the Director, Public Schools at the DoE Gateshead Office, Coral Crescent, Gateshead West, NSW 2290.

### Overseas Enrolments

Visitors to Australia who wish to study at a New South Wales government school must make an application through the Temporary Residents Program. For detailed information regarding the current fee structure and enrolment procedures, please visit [www.internationalschool.edu.au](http://www.internationalschool.edu.au).