NON-LOCAL PLACEMENT POLICY AND PROCEDURES

YEAR 7 – 2018

Thursday, February 2, 2017

Kirrawee High School policy and procedures are aligned with the DEC Procedures for Secondary School Enrolment - Transition from Year 6, 2017 to Year 7, 2018 and are evaluated each year by the School Council.

The enrolment ceiling for Year 7 in 2018 will be 210, which includes the possibility of a further ten local students who may enrol during the year. Therefore, approximately 200 students will be initially enrolled this year, including approximately 50 non-local students. Approximately 250 non-local applications are received.

Criteria and procedures will be explained in the school newsletter in February 2017, with further information and updates available on the school’s website throughout the year. Newsletters are emailed home and to Miranda Education Office and are also accessible on the school’s website:

www.kirrawee-h.schools.nsw.edu.au

For parents and prospective Year 7 students invitations to an Information Evening on Thursday 2 March 2017 will be delivered to primary schools in late February (with non-local selection criteria), supported by an advertisement in local media (Leader). DEC and Kirrawee policies and procedures, catchment area, criteria for non-local enrolment will be explained in detail at our Information Evening. Non-local application forms will also be available and Kirrawee High School staff will be available after the meeting to answer questions. Parents and students will be invited to take individual guided tours of the school with student guides over the following three weeks. Applicants will also be made fully aware of the appeals process at the Information Meeting (and P&C meeting). The appeals process will also be outlined on the application form.

Non-local applicants will submit the white DEC Expression of Interest form to their primary school. They will also submit directly to Kirrawee High School the green non-local request for placement form and any supporting evidence (optional)¹. Applications and attachments usually range from two to twenty pages, with most approximately ten pages. Over a four-week period from the week before Term 1 holidays to the week after the holidays, panel members, consisting of Principal, Deputy Principal and parent representative (nominated by the P&C), will read, discuss and rank all applications. The panel will receive clerical support from the Schools Administrative and Support Staff (SASS).

The panel will meet in Term 2 Week 3 2017 to discuss and reconcile all applications into a unified rank order (find consensus). Most applicants will likely satisfy to some degree most of the criteria. The panel will assess the degree to which each applicant meets the criteria, relative to all of the other non-local applications. It is therefore a competitive process and, based on the evidence provided, applicants will be ranked to identify those selected for out-of-area enrolment and for placement on a waiting list. In some cases information may be sought from the applicant to clarify information. Applicants may also be offered the opportunity to audition, performing a piece of music and/or participating in a drama and/or dance workshop. Selected applicants will be contacted regarding the arrangements. Auditions will be held Term 2 Week 4 for selected applicants. The panel will convene in Term 2 Week 4 to assess and appropriately place applicants who have auditioned.

Letters will be posted to parents by Term 2 Week 5, 2017. Panel members will not discuss applications or procedures with parents. A member of the Senior Executive, who was not a member of the panel, will respond to parent enquiries and, if needed, provide support with the appeals process. Appellants should provide new or more detailed information as the basis of the appeal. The Senior Executive staff member will also respond to Miranda Education Office requests if appeals have been made directly to this office.

¹: Evidence may include but is not limited to: music, drama, dance, sporting, academic and/or other evidence to support the application.
The panel will convene in Term 2 Week 7 to consider any appeals, after having independently read appeals’ submissions. Appeals will not be considered after this date. Appeals will be assessed in relation to all applications previously considered. The progress and outcomes of all appeals are communicated in a timely fashion to Miranda Education Office from May.

The process at Kirrawee High School is thorough, exhaustive and fair to all applicants. The procedures are transparent, whilst upholding the confidentiality of each student’s application and provided documents.

**Summary of Dates - 2017**

- Out-of-Area Expression of Interest to Kirrawee High School by Friday 17 March
- DEC applications to current primary school by Friday 17 March
- Panel receives copies of out-of-area applications Monday 3 April
- Panel convenes to reconcile ranking the week commencing Monday 8 May
- Auditions Week from Monday 15 – Wednesday 17 May
- Panel convenes from Thursday 19 May to consider applicants who auditioned
- Round 1 Offers posted from Friday 24 May
- Appeals Panel convenes from Monday 5 June

**Selection Criteria**

Selections will be made as a holistic decision across all criteria. No single criterion will guarantee selection.

- Experience or interest in studying languages.
- Special interests, abilities and a demonstrated commitment to learning and personal academic progress.
- Success in music/band, performing arts, sport².
- Leadership experiences/training, social justice and citizenship.
- Siblings and/or parents currently at Kirrawee High School.
- Other compassionate and/or family reasons.
- In Year 6 at Kirrawee, Grays Point or Gymea Bay Primary Schools.

Paul Owens, Principal

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¹ Supporting evidence might include recent school reports, results of external competitions and tests or certificates of achievement, i.e. documents that support the stated criteria.
² Applicants may be offered the opportunity to demonstrate their ‘success’ in music/band and the performing arts through an audition process if in the view of the panel their application relies heavily on these criteria. The process will involve performing a piece of music and/or participating in a drama and dance workshop. Applicants being offered this opportunity will be informed in writing of the arrangements.