Kirrawee High School policy and procedures are aligned with the DEC Procedures for Secondary School Enrolment - Transition from Year 6, 2015 to Year 7, 2016 and are evaluated each year by the School Council.

The enrolment ceiling for Year 7 in 2016 will be 210, which allows for a further ten local students who may enrol during the year. Approximately 200 students will be enrolled during 2015, including approximately 50 non-local students. Typically, there are 250 - 290 non-local applications.

Criteria and procedures will be explained in the school newsletter in February 2015, 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 (with criteria) to an Information Evening on Thursday 5 March 2015 will be delivered to primary schools in late February, 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 Meeting. Non-local application forms will also be distributed 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 Year 9 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 mauve 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 SASS.

The panel will meet in Term 2 Week 2 2015 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. No one criterion guarantees automatic placement. Therefore, parents who are applying for one of their children will need to consider that a sibling may not gain enrolment at the same school. 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 informed in writing of 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, 2015. 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 may wish to provide new
information, more detailed information or simply ask the panel to review the original application. The Senior Executive staff member will also respond to Miranda Education Office requests if appeals have been made directly to this office.

The panel will convene in Term 2 Week 8 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 through December.

Kirrawee’s policy and procedures are 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 - 2015**

- Information Evening, Thursday 5 March
- Out-of-Area Expression of Interest to Kirrawee High School by Friday 20 March
- DEC applications to current primary school by Friday 20 March
- Panel receives copies of out-of-area applications Monday 30 March
- Panel convenes to reconcile ranking the week commencing Monday 27 April
- Auditions Week from Monday 11 – Wednesday 13 May
- Panel convenes from Wednesday 13 May to consider applicants who auditioned
- Round 1 Offers posted from Monday 18 May
- Appeals Panel convenes from Monday 8 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.
- Success in music/band, performing arts, sport\(^1\).
- Leadership experiences/training, social justice and citizenship.
- Special interests, abilities and a demonstrated commitment to learning and personal academic progress.
- Brothers/sisters/parents currently at Kirrawee High School.
- Other criteria including travel, maintaining friendships or compassionate/family reasons.
- In Year 6 at Kirrawee, Grays Point or Gymea Bay Primary Schools.

Paul Owens
Principal
February 2015

\(^1\) Supporting evidence might include recent school reports, results of external competitions and tests or certificates of achievement.

\(^2\) 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 predominately on this 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.