



Dubbo College Enrolment Procedures

Dubbo College is a three campus collegiate, enrolling approximately 1800 students. With a focus on excellent student outcomes in an environment of inclusion, tolerance for difference and pursuit of equity, the campuses of Dubbo College have established a reputation for providing high level opportunities for all. The College focuses on academic, sporting and cultural outcomes for students whilst valuing citizenship and contribution to the community.

Dubbo College Junior Campuses have a middle school focus. Delroy Campus has an enrolment of approximately 490 students. South Campus is our other junior campus with 720 students in Year 7, 8, 9 and 10. Senior Campus has an enrolment of approximately 500 students. Dubbo College Senior Campus provides a wide range of courses including both NESA and Vocational Education and Training (VET) courses. Senior Campus has strong ties with Western Institute of TAFE Dubbo Campus and has approximately 250 students undertaking 30 TAFE courses. Students may undertake a school based apprenticeship through Central West Trade College and Dubbo College Senior Campus.

Dubbo College motto is "Bright Futures"

Purpose:

To provide a process that ensures consistent and transparent procedures for the enrolment of students into Dubbo College.

Guiding Principles

- 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.
- Parents *may seek* to enrol their child in the school of their choice.
- School local areas are determined by the Department of Education (DoE) through a process involving consultation between senior DOE Properties personnel and the Director.
- The primary criteria for acceptance of non-local enrolment will include the availability of appropriate staff and permanent classroom accommodation. Additional staff and accommodation should not be determined by non-local enrolments.
- Parents/carers will be asked for at least 2 pieces of evidence to validate place of residence.





- **Enrolment to the College in Year 7:** Department of Education (DOE) policy for enrolment of students in Year 7 at a government High School will be followed for enrolments in the College in Year 7. Current Local Designated Area arrangements will, where applicable, continue for College campuses.
- **Enrolment at the College in Years 8 – 10:** Initial enquiries relating to enrolments in Years 8 – 10 will be handled by the specific campus and students are to attend the campus that is dependent on their residential address. Enrolment at a specific campus will be handled by enrolment staff at that campus. State wide enrolment procedures will apply to students in Years 8 – 10.
- **Enrolment at the College in Years 11 – 12:** Will be at Dubbo College Senior Campus.

<https://education.nsw.gov.au/going-to-a-public-school/enrolment/high-school-enrolment>

- Part-time enrolment at Dubbo College Senior Campus will be accessible to College students, depending upon student suitability and the availability of places.

Dubbo Local Areas:

Students will be allocated to each campus according to the Department of Education's School Intake Zone arrangements,.

Delroy Campus (Years 7-10)	6882 7955	Addresses according to DET Locator http://www.schools.nsw.edu.au/gotoschool/nwsps-finder/index.html
South Campus (Years 7-10)	6882 3744	Addresses according to DET Locator. http://www.schools.nsw.edu.au/gotoschool/nwsps-finder/index.html
Senior Campus	6882 4655	No boundaries within the City of Dubbo – all student welcome

Proof of child's residential address

Dubbo College requests a council rates notice OR residential lease agreement
AND

One of the following current accounts: electricity, gas, telephone, internet, pay television





Enrolment Ceiling:

The enrolment ceiling for ***Dubbo College South Campus*** based on available permanent accommodation is **720**

The enrolment ceiling for ***Dubbo College Delroy Campus*** based on available permanent accommodation is **720**

The enrolment ceiling for ***Dubbo College Senior Campus*** based on available permanent accommodation is **720**

Enrolment Buffer:

An enrolment buffer must be established to ensure local, in-area students arriving through the year have a place. The buffer at ***Dubbo College Delroy Campus is 10***

An enrolment buffer must be established to ensure local, in-area students arriving through the year have a place. The buffer at ***Dubbo College South Campus is 10***

An enrolment buffer must be established to ensure local, in-area students arriving through the year have a place. The buffer at ***Dubbo College Senior Campus is 10***

Non-Local Enrolments:

- Parents/carers make seek to enrol a student in a non-local school. Every application will be considered on an individual basis.
- In each case, an application form will be completed. The local school will be provided with this information to commence the process.
- There will need to be communication between both principals involved. In the case of non-agreement, the matter will be referred to the Executive Principal or Director.





School Placement Panels:

- All applications for enrolment, both local and non-local, should first be considered by the principal of the local school who should make comment, and where necessary have contact with the parents or carers.
- At significant transition points such as the beginning or end of a year, for 6-7, if the application for non-local placement is forwarded on, a placement panel will be convened consisting of the Principal, a member of the school Executive and a community member.
- Where an application for non-local enrolment is received during the school year, the matter will be determined by the principals of the two schools.
- Non-local enrolment applications will be considered using the criteria set out in "Enrolment of Students in Government Schools. A Summary and Consolidation of Policy" p9, 1997.

Appeals:

Where a parent wishes to appeal against the decision of the Placement Panel, the appeal should be made in writing to the Principal of the non-local school. The Principals will seek to resolve the matter. If the matter is not resolved at the local level the Executive Principal (will consider the appeal and make a determination. The Executive Principal will consult with the relevant principals and school communities as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Record of Immunisation:

Parents have the right not to immunise their child under the Public Health (Amendment Act) 1992, but in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.

Enrolment of Students with Special Learning Needs:

Enrolment of students with special learning needs will be considered in accordance with DOE criteria as well as the services and resources available to the school. DOE Learning and Engagement officers will assist in the enrolment of students with special needs.

