



University of Canberra High School, Kaleen: Enrolment Management Plan.  
Endorsed by Board on 21 February 2018  
Due for review **February 2019**

*Background: In order to cater for enrolment trends in our public schools, the ACT Education Directorate (ED) requires schools to develop a School Enrolment Management Plan (SEMP), in consultation with their School Network Leader. In December 2017, a new policy was agreed to (with NSW Education) which names UCHSK as a preferred pathway for new enrolments from NSW surrounding areas.*

**The purpose of a SEMP is to:**

- Inform school enrolment decision making
- Provide enrolment/transfer clarity and transparency
- Ensure that ED procedures form the basis of enrolment decision making
- Provide the opportunity for each school to articulate any enrolment practices that supplement the ED enrolment priorities.

**Priority Enrolment Area:**

A school's Priority Enrolment Area is the geographical area from which the school accepts its core intake of students. Enrolment of students from outside the PEA is carefully managed to ensure that all students who reside in the PEA are accommodated.

**Specific School Information:**

In 2017-18, the University of Canberra High School Kaleen's Priority Enrolment Areas (PEA) are:

- Giralang
- Kaleen
- Lawson
- McKellar
- New South Wales

Residents of these (suburbs) will be entitled to a place at the school, from Year 7 to Year 10. Out of area applications will be only be considered if places exist in a particular year level, and decisions will be made at the discretion of the principal.

Enrolment in special education units will continue to be managed centrally and details are set out below for the immediate future.

**Years 7-10**

Only students from our PEA will be automatically accepted at UCHSK.



Parents of students applying from outside our PEA may arrange to meet directly with school principal, or deputy principal, if they wish their child to be considered for enrolment: No guarantees are given; decision-making again lies with the principal.

- Class sizes in years 7-9 should be capped at 32 students as per Australian Education Union policy.
- Class sizes in year 10 should be capped at 30 students.
- Specialist classes, including Circus, technology and Vocational Education (VET) Classes shall be capped at the required number for meeting safety regulations in these areas.

### **System Placements and Siblings:**

System placements occur for special needs students in our Learning Support Centre and Learning Support Unit. We are required to accept siblings of students who are placed in our support centres, if we are requested to do so. Siblings of all other students shall be accepted.

### **Appeals:**

Families of students who are denied enrolment may appeal the decision. Appropriate avenue for appeal will be provided to families upon request, but are also available online.

### **Relevant policies and procedures:**

ACT ETD Policies online:

*Enrolment in ACT Public Schools*

*Enrolment in ACT Public Preschools*