



BATEMANS BAY HIGH SCHOOL

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Principal: Paula Hambly

BBHS Enrolment Policy and Procedures

Parents of prospective students can collect an enrolment pack from the office at any time. Specific enquiries can be directed by the office to the appropriate year advisor who will endeavour to answer them as soon as possible. Further information is also available from www.schools.nsw.edu.au and the school website.

Enrolments of local students from feeder primary schools are managed as part of the school's year 6 to 7 transition program. The main feeder primary schools are Batemans Bay and Sunshine Bay Public Schools. Mogo and Broulee Public Schools are also feeder schools and share their intake areas with Batemans Bay and Moruya High Schools.

To apply to enrol in all other circumstances, parents should:

1. Complete an Application to Enrol in a NSW Government School form.
2. Provide proof of identity, proof of residential address and vaccination records. Where applicable, copies of any relevant court orders, health care procedures and learning supports plans must also be included.
3. Provide academic results from the previous school, such as semester reports or NAPLAN results.
4. Address the additional requirements if the prospective student is a temporary visa holder or not an Australian citizen.
5. Return the documentation to the school and make an appointment for an interview with the principal (unless the enrolment is coming from a feeder primary school).

Please note that completion of the above does not guarantee enrolment.

Students cannot commence until the enrolment has been approved by the principal and then processed by the school. This may take up to a week. The process is often slowed by delays in the transfer by the previous school, failure to provide full and accurate information on the enrolment form or situations where a student has a history of violence. The year advisor will contact parents with a commencement date when the enrolment has been processed.

Non-local Enrolments

Each government school has a designated intake area. Children are entitled enrol at their local school if the family residence (i.e. the home of the legal guardians) is within the school's intake area. Otherwise, an application for non-local enrolment must be made. Batemans Bay High School's intake area extends from Tomaga River in the south to Clyde Mountain in the west to Pebbly Beach in the north.

Each August, the school determines the curriculum, staffing and accommodation requirements for the following year. Applications for non-local enrolments will be considered by the school enrolment panel if lodged before the end of July. Criteria for consideration include (in no particular order):

- Availability of courses and continuity of study
- Special interests and abilities
- Suspension history
- Attendance record

Applications for non-local enrolments will only be considered at other times of the year under compassionate circumstances. The school does not add students to a waiting list.

Yours Faithfully

Mrs Paula Hambly
Principal