



YEAR 7 - 2010
NON-LOCAL PLACEMENT
POLICY AND PROCEDURES

The Kirrawee High School policy and procedures are aligned with the *DET Procedures for Secondary School Enrolment – Transition from Year 6, 2009 to Year 7, 2010* (published annually). The Kirrawee **placement criteria** and procedures are evaluated each year by the School Council.

Our enrolment ceiling for Year 7 in 2010 will be 210, which includes a buffer zone of ten. This means that we will actually enrol 200 students. About 50 of these will be non-local students. There are usually about 200 non-local requests for the 50 non-local positions.

Criteria and procedures will be explained in the school newsletter in early February, 2009, with further information and updates throughout the year. Newsletters are mailed home and to Sydney Region - Miranda Office. They are also accessible on our school website: www.kirrawee-h.schools.nsw.edu.au

Invitations will be delivered to primary schools and an advertisement placed in the *Leader* alerting the community to our **Information Evening on 11th March, 2009** for parents and prospective Year 7 students. The invitations will repeat the list of criteria.

DET and Kirrawee policy and procedures for non-local enrolment will be explained in detail at our Information Evening. Maps, lists of criteria and Kirrawee non-local request for placement forms will be distributed and explained. Parents and students will have an opportunity to talk to Kirrawee staff about the procedures after the meeting. Parents and students also will be able to take individual guided tours of the school over the following three weeks (guided by Year 9 students).

Non-local applicants will submit the white DET expression of interest form back to their primary school. They will also submit directly to Kirrawee High School our purple **non-local request for placement form** and various pieces of supporting evidence (optional). Request forms and attachments usually range from two to twenty pages, with most around ten pages. Details of each request will be entered on a database and the request forms placed into eight large alphabetical folders.

Applicants will be made fully aware of the **appeals process**. The Principal will explain this in detail at the Information Meeting, as well as at a P&C meeting. The appeals process will also be outlined on the request for placement form.

Panel members will be the Principal, one Deputy Principal and a parent representative (female) who has been nominated by our P&C Association. The panel will receive clerical support from a SASS member.

Over a five-week period from 1st April to 8th May, 2009 (including two weeks of the school holidays), each of the three placement panel members will take folders home, swap them as needed and **independently read every one of the request for placement forms in detail**. Each panel member will spend at least 25 hours reading the request forms.

Nearly every applicant can meet most of the criteria, and ample evidence is provided by parents to prove this. The panel's job is to **assess the degree to which each applicant meets the criteria, relative to all of the other non-local requests**. After reading each request form, the panel member assigns a grade A, B or C to the request, entering it on their own copy of the database. This is a holistic grade, given after considering everything in the request relating to the criteria. This is done independently, before any discussions with other members have taken place.

After all request forms have been read by each panel member, the grades are then all collated and recorded on a fresh copy of the data base. On the database, each applicant now has beside his/her name the grades A B B or C B C or A A A, etc.

Our **placement panel will meet on Monday, 18th May, 2009** to allocate the offers of positions for 2010. The request folders are all on the table and each member has a copy of the database with all of the grades. Each request is discussed, with its three grades, and a consensus determined as to whether a place should be offered to the applicant, keeping in mind the number of positions available. The grades are the major determinant, but each request is discussed and grades sometimes adjusted as a result. A waiting list is determined in the same way.

We will make offers at the conclusion of this meeting. Any applicants who don't take up our offer will allow us to draw from our **waiting list of approximately 50 students**. On past experience, many of those on the waiting list will eventually receive an offer from Kirrawee by the end of Term 4, 2009.

Our letters will go out to parents on 20th May, 2009. Panel members, including the Principal, will not discuss requests or procedures with parents. Deputy Principal Clive Houldin (not on the panel) is delegated to field all phone calls, answer questions and take the letters of those who wish to appeal. He explains the process in detail to facilitate their appeal submissions. Appellants may wish to provide new information, more detailed information or simply ask the panel to have another look at the original request. Some parents appeal directly to Miranda Office and the panel also receives those submissions to consider.

Our placement panel will convene an **appeals meeting** to consider the appeals **on 18th June, 2009**. Appeals will not be considered after this date. Before the meeting, each panel member independently reads the appeals submissions. Again, panel members assess the appeals in relation to all of the other original requests they have considered earlier. Students whose appeals are upheld will join the waiting list.

As with all stages of our procedures, the appeals process is overseen or scrutinized by Miranda Office, with written updates about the progress and outcomes of the panel's work provided to Miranda Office from May through December.

Kirrawee's policy and procedures are thorough, exhaustive and fair to all applicants. We keep our community and Miranda Office informed at each step of the way. The procedures are as transparent as possible, short of breaching the confidentiality of each student's request for placement documents.

Jim Richardson
Principal
2nd February, 2009