



## Enrolment – Admissions Policy

### Background

Glenunga follows Department for Education (DfE) enrolment policies and guidelines. As a DfE school, our enrolments are determined predominantly by our families residing in a designated area (zone) near to the school. Students can enter the school from outside the zone through two special interest programs, designed to offer opportunities students cannot access, in their local schools e.g. the International Baccalaureate Diploma, and our gifted students program (IGNITE since 1998). The success of the school over the past decade has resulted in significant pressure on enrolment. To obtain entry into the school, many families have moved into the zone. Consequently, the school increased in size from 1200 to 1800 over a seven year period. DfE response has been to implement a Capacity Management Plan which sets maximum numbers at each year level. This plan maintains reserved entry from outside of zone for a dedicated number of students to access the International Baccalaureate Diploma and or the IGNITE Program for Gifted Students.

### Rationale

Glenunga's enrolment policy supports diversity. Once in zone all students are eligible regardless of ethnicity, culture, religion, gender, sexual orientation, political beliefs or disabilities. The IGNITE Program exists to support gifted students whose learning needs may not met at a local school. The International Baccalaureate Diploma is open to students who are not able to access an international education or accreditation in a local government school.

### Policy

The applicant must meet one of the following requirements to be eligible for entry:

- Living in the Glenunga International High School zone.
- Accepted an offer for selective entry to participate in the special interest IGNITE program (Year 7 to 8 only).
- The student identifies as Aboriginal and/or Torres Strait Islander through the Enter for Success program (by the end of Term 4).
- Special or extenuating circumstances, including but not limited to a child in care where there is a custody or guardianship order made under the *Children and Young People (Safety) Act 2017*.
- Students (maximum of 10) granted enrolment outside of zone to study the International Baccalaureate Diploma in Year 11 and 12.

### Responsibilities

#### Principal

- Oversight of Admissions Policy.
- Delegates implementation of the Admissions Policy.
- Works with DfE officers to resolve issues arising from the Admissions Policy.

#### Deputy Principal Curriculum

- Oversight of IGNITE selection process for entry at Year 7 to 8.
- Oversight of selection process for entry to the International Baccalaureate Diploma.

### **Deputy Principal Director of Studies**

- Oversight of the Year 7 to 8 Transition process.

### **IB Leader**

- Manages the selection process for entry to the International Baccalaureate Diploma.
- Ensures that students are inducted into the International Baccalaureate Diploma.
- Arranges support for students where required eg students with additional needs.

### **IGNITE Leader**

- Manages the selection process for the IGNITE Program.

### **Sub School Leaders**

- Manage entry process for new students by inducting students into the Values, culture and expectations of the school.
- Coordinate support for students where required.
- Monitor progress of new students and provide support as required.

### **Enrolment Officer**

- Manages enrolment inquiries.
- Implements Department for Education Policies and Capacity Management Plan.

### **Subject and Mentor Teachers**

- Provide support for new students to enable them to be successful academically, socially and emotionally e.g.: provide support as indicated in enrolment information, support them with a 'buddy', check on their progress, monitor wellbeing and engagement, arrange support if required.

### **Students**

- Support new students to feel welcome and part of the Glenunga culture.

Revised: 2019
---------------

Review: 2021
--------------