

ELIGIBILITY TO APPLY

The students prioritised to attend our School are young people who we believe are both willing and able to benefit the most from a fresh start in our positive, personalised and supportive environment.

We welcome applications from students who feel that an alternative to a mainstream educational setting is a more ideal environment for them to thrive academically, socially and personally, and for students who think this opportunity to make a fresh start is the right move for them.

Not all applicants will be offered a place.

Different to a mainstream school, Gateway Community High is registered by the NSW Education Standards Authority (NESA) as a Special Assistance School. We are not registered as a Special Education or Behavioural School. Gateway Community High offers time, attention and holistic support in our small, independent Special Assistance School to support young people to Achieve. Belong. Grow.

Suitability for Gateway Community High focuses on the following priorities:

- A demonstrated desire to learn.
 - Students who enrol must want to attend and participate in all activities and it must be clear that they are committed to engaging in their education.
- Sufficient maturity to work independently and together with others.
 - Gateway Community High will take different approaches to teaching and learning. Students will need to be able to work independently for short periods of time, in teams and on projects.
- A level of functional literacy and numeracy that will enable them to complete the subject requirements to achieve their NSW Record of School Achievement by the end of Stage 5.
- Acceptance of their own responsibility to take charge of their education and create a better future for themselves.
- An acceptable level of risk posed to other students.
- Being well enough to attend and participate if facing mental or physical health issues.
- Experience of barriers to effective participation in their mainstream education and/or experience of disadvantage.

These barriers and/or disadvantages may include challenges associated with:

- Physical or mental health
- Social inclusion at or outside of school
- Financial disadvantage
- Aboriginal or Torres Strait Islander background
- Non-English-speaking background
- Family breakdown
- Educational disengagement in Years 7/8 or 9/10
- Academic performance at a level lower than their potential
- Trauma

HOW TO APPLY - THERE ARE FIVE STEPS IN THE APPLICATION AND ENROLMENT PROCESS**1. Complete the Enrolment Application Form**

To apply for enrolment, please complete the confidential Gateway Community High enrolment application form. You must also provide COPIES (not originals) of the required supporting documentation.

You can complete the enrolment application form on paper or through a fillable PDF.

You can return your completed Application form in any of the following ways:

a. By Email with scanned documents or PDF(s) attached

info@gatewaycommunityhigh.nsw.edu.au

b. Hand delivery

School Administration Office
263 Marsden Road
Carlingford NSW 2118

c. By Mail

Gateway Community High
PO Box 2755, Carlingford NSW 2118

You are encouraged to submit your application as soon as possible, so that you may be offered an interview in the near future. If you are uncertain about any aspect of the application process, we encourage you to contact us for assistance by phone or email.

2. Attend an In-person interview

After we receive the completed application, School staff will assess whether the student meets the suitability criteria for attending the School. We will contact you and offer the prospective student and their parents/carers an interview and schedule a time to meet.

This interview will be made as informal and comfortable as possible for the student. We are most interested in the student and what they may have to share with us about why they would like to join our School. At the interview we will also ask the student about their experiences of schooling and their background. A student's acceptance into the School is dependent, in part, on their desire for a fresh start as well as their willingness to learn.

If the attendance of a support worker or friend will assist the student to fully participate in the interview, please let us know if you wish to include them.

Please note, an interview does not guarantee an offer of enrolment at Gateway Community High.

3. Enrolment Phase 1: Initial offer of enrolment

Following the interview, the Gateway Community High Principal and School staff will decide whether the student will be offered an initial enrolment. This decision will consider the following:

- The willingness and capability of the student to learn within our unique learning environment
- The student demonstrates a desire to attend
- The student meets the suitability criteria
- Whether Gateway Community High can resource the student's needs
- Availability of places at Gateway Community High.

You will be advised via telephone if an offer of initial enrolment will be made. We will then follow up with detailed information about the school and what you will need to know or do prior to starting.

Given the level of demand for limited places at the School we maintain an active waiting list for those that meet the suitability assessment but are not offered an initial enrolment.

HOW TO APPLY - THERE ARE FIVE STEPS IN THE APPLICATION AND ENROLMENT PROCESS**4. The first weeks at Gateway Community High**

The first weeks of attendance at Gateway Community High is a two-way process that allows a new student, their family and the School a chance to assess how the student is responding to the environment.

Gateway Community High will communicate with the student and their family at the end of the initial two weeks of the enrolment period about how the student is progressing in relation to:

- Attendance
- Engagement
- Social interaction
- Attitude towards learning
- Student Code of Conduct

If the student's enrolment is not confirmed at the end of the initial enrolment period, the initial enrolment period may be extended by the School, or the student's enrolment at the School will cease. We will assist with the provision of records and contact with the student's next education provider.

5. Enrolment Phase 2: Confirmation of enrolment

Confirmation of enrolment will be based on the School's assessment of the student against the criteria for renewal of enrolment: attendance, engagement, social interaction, attitude towards learning and adherence to the code of conduct.

Based on the successful completion of the initial enrolment period Gateway Community High will make an offer in writing to confirm the enrolment.

Confirmation of enrolment provides ongoing enrolment at the school, subject to the student and their parents/carers/guardians meeting the school's requirements as outlined in the Gateway Community High Enrolment Agreement.

The school requires a signed acceptance of the confirmed offer and the Enrolment Agreement.

be informed whether the student has enrolled in education or training at another education provider or is in employment and who the education, training and/or employment is with.

ADDITIONAL INFORMATION**Ongoing enrolment**

Continuing enrolment at Gateway Community High is then subject to the student abiding by the School's Enrolment Agreement and expectations (around attendance, engagement, behaviour, abiding by rules). Breaches will result in students progressing through the discipline process.

Cessation of enrolment

A student's enrolment may cease in the following circumstances:

1. Expiry of the initial enrolment period, with no confirmation of enrolment offered.
2. Withdrawal of enrolment by the student and their parents/carers/guardians.
3. Withdrawal of the enrolment by the School on the grounds of discipline or a breach of the School's Enrolment Agreement.

Where a student's enrolment ceases, the student and their parents/carers/guardians are required to inform the School of their post-school destination. The School must be informed whether the student has enrolled in education or training at another education provider or is in employment and who the education, training and/or employment is with.

Where a student is under the age of 17, the School should be informed of their post-school destination. If this is not known, the school is required to report to the NSW Department of Education that the student's destination is unknown.

Re-enrolment of a withdrawn student

Should a student who has withdrawn or ceased their enrolment with the School wish to apply to re-enrol, they are only able to do so if places are available. Consideration will be given to the circumstances that prompted the withdrawal or cessation of enrolment and if those circumstances have changed.

The student and family will be asked to update any enrolment information previously supplied and attend an interview. In the assessment of a re-enrolment, the school will consider whether the student is now ready to take up the challenges of accountability for their learning and personal growth.

Should a student's application for re-entry after withdrawal be accepted, a re-entry plan will be agreed by the Principal in conjunction with the teaching and support staff.

Managing the waiting list

Given the level of demand for limited places at the School we maintain an active waiting list for those that meet the suitability assessment but are not offered an initial enrolment. When the School has additional capacity to bring in one or more students from the waiting list Staff will assess the waiting list applicants and contact the parent/carer/guardian about availability and interest in an enrolment and the next steps for the student.