



Bungendore High School

Enrolment Procedures

Introduction

These procedures are based on the *Enrolment of Students in NSW Government Schools* policy and the [General Enrolment Procedures](#) implementation document for the Enrolment of Students in NSW Government Schools policy.

[Additional information for parents](#) is available to explain recent changes to the enrolment policy.

Enrolment General

The following procedures are to ensure enrolment at Bungendore High School caters for the needs of students and is clearly understood by parents and the community.

Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.

Bungendore High School makes a commitment to ensure all enrolment applications are considered in a timely manner, supporting all of the student's educational needs.

Local Enrolment Procedures

To determine if you reside within the local area, please enter your address into the [school finder](#) webpage, which will determine your local school.

1. Parents/carers make contact with the school to complete an enrolment enquiry form.
2. An "Application to enrol in a NSW Government School" can then be completed. Online enrolment is available through the school's website: <https://bungendore-h.schools.nsw.gov.au/about-our-school/enrolment.html>.
3. Bungendore High School will make contact with the student's former school to request information including health care, attendance and behavioural documentation. The school counsellor may contact the student's former school counsellor to request their student file. Provision of the most recent school reports will also assist with this process and enable us to place students in the most appropriate class and ensure relevant support. The exception to this is for Year 7 students who have applied for enrolment at the start of the school year, as this information will be collected from the primary schools.
4. All students and parents will complete an enrolment interview with a member of the school executive, after the application for enrolment form has been received. The school will contact you to arrange a suitable interview time for the student and at least one parent/caregiver to attend. The exception to this is for Year 7 students who have applied for enrolment at the start of the school year, as they will meet the relevant staff through the Transition Program.
5. Planning will take place, if required, to support the student's enrolment at the school. This may require a further meeting with the parent/carer, student, external care and/or service providers and professionals, school and DoE support staff
6. On the first day of enrolment, the new student will be issued with their timetable and will be accompanied by a fellow student buddy. Students must be in full school uniform.



Enrolment Documentation

All parents must complete an enrolment application form. Online enrolment is available through the school's website: <https://bungendore-h.schools.nsw.gov.au/about-our-school/enrolment.html>

You will also need to provide documentation for the 100-point residential address check (see table below for accepted documents), as well as a copy of the student's birth certificate or passport and their immunisation statement. In addition, if the student has a Health Care Plan this will also need to be provided to the school. If there are any court orders relating to the student, a copy of these should also be provided on enrolment.

A checklist has been included below to assist with the collection and provision of enrolment documentation.

100 Point Residential Address Check Information

Schools that are at or nearing their local enrolment buffer as calculated in accordance with sections 9.1 and 9.2 will use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
2. Any of the following 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement	20 each
3. Any of the following documents 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address** 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this	15 each

*up to three months old. **that is current or has expired within the last 3 months.

Enrolment Documentation Checklist

- ☐ Completed and signed application form
- ☐ 100 points of proof of residential address
- ☐ Birth certificate or passport
- ☐ Immunisation Statement
- ☐ Health Care Plan, if applicable
- ☐ Court Orders, if applicable



Enrolment Availability

The enrolment availability is the number of students that can be enrolled at a school based on the school's permanent accommodation. The enrolment availability tells us whether the school will be able to accept non-local enrolments schools that are temporary have no availability for non-local enrolment and will only enrol student in exceptional circumstances (outlined below). The Enrolment availability It is not a target or limit on the number of local enrolments a school can take.

Non-local enrolment procedures

Parents may choose to apply for non-local enrolment for their child at Bungendore High School. Applications will be considered against the criteria for non-local enrolment as outlined in this document. An enrolment panel will consider and make recommendations on non-local enrolment applications. The panel will include an executive staff member to chair the panel, at least one teaching staff member nominated by the principal, and a school community member nominated by the school's parent organisation.

The school will notify parents of the result of their application.

Non-local enrolment applications are only considered if Bungendore High School can accommodate the child below the set local enrolment buffer level. In determining whether the school can accommodate a child the principal considers:

- the child's age
- the resources of the school
- the existing number of permanent classrooms and other facilities at the school.
- the current number of students in relation to the local enrolment buffer level

To apply as a non-local enrolment, you must complete the Non-Local Enrolment Application form and address the non-local selection criteria. Please contact the school to receive a Non-Local Enrolment Application form.

School criteria for non-local enrolment applications:

- To ensure that students with additional needs have access to high-quality public education, students with learning and wellbeing needs requiring reasonable adjustments and/or additional educational support, including cultural considerations, Aboriginal and/or Torres Strait Islander cultural, family and kinship connections and relationships, disability, developmental age, trauma, child protection concerns, medical and individual needs and circumstances.
- Siblings already enrolled at the school – where the applicant has an older or younger sibling already enrolled at the school.
- students attending a public preschool co-located with the school.
- Recent change in the local intake area boundaries.
- proximity and access to the school
- structure and organisation of the school (examples could include alternative school hours, compressed days, agriculture, sporting and/or music programs)
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects



- school is under buffer and has local and non-local enrolment availability
- other considerations.

*This includes all permanent and part-time department staff employed at the school including classroom teachers, the school counselling service, school administration and support staff, Home School Liaison Officers, staff that work at a public preschool attached to the school and school leaders. Temporary teachers who have been employed at a school for at least 12-months in the last 2-years are also included (temporary teachers employed for less than this time can also be considered at a school's discretion). This consideration will not be extended to casual employees or contractors.

Waiting List

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents will be advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list will reflect realistic expectations of potential vacancies.

Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably.

The parent will be advised of the outcome of the appeal in writing.



Bungendore High School

Application for non-local enrolment

Student Information:

Family Name		Given Name	
Date of Birth ____/____/____	Gender:	Current School	
Address (include Suburb and Postcode):			
Home Phone		Mobile Phone	Current scholastic year (7-12)
Parent/Carer Name:			Relationship to student:

Non-local school placement request:

Proposed scholastic year (7 -12): _____ For calendar year: _____

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria, and attach supporting documentation:

Signature of parent/carers: _____ Date: ____/____/____

School use only

Local (zoned) school: _____ ☐ Checked

Date received: ____/____/____ Date parent advised of outcome: ____/____/____

Approved/Declined Principal's signature: _____ Date: ____/____/____

Notes: _____
