ELIZABETH MACARTHUR HIGH SCHOOL ENROLMENT PROCEDURE

1. Rationale:

1.1 Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

1.2 Students identified as gifted and talented may be enrolled in accordance with the High Potential and Gifted Education policy.

1.3 Schools require an Authority to Enrol for each temporary resident and international student enrolment which is issued by DE International and the Temporary Resident Program.

1.4 Eligibility

Eligibility

Eligibility to attend a school may depend on:

- the kind of school, for example infants, primary, secondary, composite or schools for specific purposes
- gender, for example single sex schools
- age
- residency status – visa category and subclass, for example temporary residents are eligible for enrolment for the period of a current visa and only when fees are paid, if no exemption applies.

1.5 The Secretary, NSW Department of Education designates local intake areas as developed by School Infrastructure NSW in consultation with the principal, school community and Director, Educational Leadership. The School Finder tool provides information about school intake areas to assist parents in determining their child's local school.

1.6 The areas identified in School Finder are subject to change. Changes to a local intake area might result in a family with a child/children currently enrolled and in attendance at the school as local students consequently residing outside the local intake area. These families will retain the entitlement to enrol siblings at the school. This does not apply to families with a child/children currently enrolled at the school as a non-local when the intake area was changed.

1.7 Reasonable adjustments are made to enable students with disability to apply for enrolment on the same basis as students without a disability.

1.8 Reasonable support is provided to enable students from language backgrounds other than English, in particular those learning English as an Additional Language/Dialect (EAL/D), to apply for enrolment on the same basis as students from English speaking backgrounds

2. Exemptions:

Exceptions to the entitlement to enrol at the local school are:

• where a student is directed by the Secretary, NSW Department of Education to enrol in a particular school or type of school, due to an identified risk.

• where the Minister refuses enrolment of a student if the student has been expelled from a government school or is of the opinion that there is other sufficient reason to do so.

3. Residential address check:

Under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. However, any requests for proof of address must be reasonable in the circumstances. Schools that are at or nearing their local enrolment buffer 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 (that is, 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 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* 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.

4. Enrolling into your local NSW Government school:

4.1 Parents and carers may seek to enrol their child directly at their local public school. You can check your local in area school at https://schoolfinder.education.nsw.gov.au/

4.2 Students moving into high school in year 7 should first submit an expression of interest at https://year7.enrol.education.nsw.gov.au/ It is important to be aware of submission dates which can be found on the above website. High schools will assess applications and send enrolment applications to eligible applicants.

4.3 Students wishing to move into a government high school should apply online at the school website https://elizabeth-h.schools.nsw.gov.au through the ENROL button on the home page, ensuring all information is accurate and that the required documentation is provided.

4.4 Schools are allocated an enrolment cap, based on permanent available accommodation. Demountable classrooms are not usually counted towards the enrolment cap, unless new or replacement accommodation is under construction. No additional accommodation (permanent or demountable) will be provided to cater for increased

enrolments resulting from non-local enrolments. The enrolment cap for selective schools is set in accordance with the Selective High School and Opportunity Class Placement policy.

4.5 Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving through the year. The size of the buffer will be based on historical data, enrolment fluctuations and on the number of families moving into the area.

5. Enrolling as a Selective High School placement:

5.1 In Year 7, Selective High School placements are determined through participation in the Selective High School Placement Test. These placements are handled by the DoE Selective High Schools Unit and not the school. Information can be found here https://education.nsw.gov.au/schooling/parents-and-carers/choosing-a-school-setting/selective-high-schools-and-opportunity-classes/year-7/the-test

5.2 Students who receive a Selective High School placement are given authority to attend their allocated selective high school.

5.3 Elizabeth Macarthur High School reviews vacant placements in years 8-11 annually and fills them through the vacant places process.

6. International Students:

6.1 International students may submit an application to enrol to DE International in accordance with the International students' enrolment programs. https://education.nsw.gov.au/schooling/parents-and-carers/choosing-a-school-setting/enrolment/international-students

6.2 International students must submit an application to enrol to DE International and are assessed against departmental and legislative requirements for eligibility. Students must have a student visa issued by the Department of Immigration and Border Protection and an Authority to Enrol (ATE) issued by DE International to enrol.

7. Temporary Residents:

7.1 Temporary residents must submit an application to the Temporary Residents Program to enrol in a NSW Government school in accordance with the Enrolment of non-Australian Citizens Procedures and eligibility.

7.2 Relevant Law Education Services for Overseas Students (ESOS) and the National Code of Practice 2007 Temporary residents may be enrolled at a school if the school can accommodate the enrolment. If a school is at capacity, temporary residents must be referred to the next available school/s with capacity.

7.3 International students and temporary residents seeking to enrol from another NSW Government school, a non-government school or from outside NSW must be referred to DE International and the Temporary Resident Program. Prior to enrolment, these students require an Authority to Enrol (ATE) and payment of fees (if applicable).

8. Exchange Students:

8.1 The decision to enrol international students and secondary exchange students in NSW Government schools is made by the principal and is based on a number of factors including enrolment capacity.

8.2 Registered Secondary Exchange Organisations apply to DE International for an Acceptance Advice of Secondary Exchange Student (AASES) for each secondary exchange student. Enrolment conditions are found on the DE International website.

8.3 If an exchange student is seeking to enrol in another school, Registered Secondary Exchange Organisations must provide the receiving school with a completed Acceptance Advice of Secondary Exchange Student (AASES) form and inform DE International before the enrolment takes place.

9. Enrolling from a non-government, inter-state or international school:

9.1 Students wishing to enrol into a Government school from a non-government school, inter-state or international school are subject to the requirements outlined in the DoE General Enrolment Procedures https://education.nsw.gov.au/content/dam/main-education/policy-library/public/implementation-documents/pd-2002-0006-01.pdf

9.2 Sharing of information between Government Schools and other schools is important for a safe and settled transition. The sharing of information between Government and other schools will be done in accordance with the relevant laws

Relevant law

Children and Young Persons (Care and Protection) Act 1998
Education Act 1990, Part 5A
Privacy and Personal Information Protection Act 1998
Health Records and Information Protection Act 2002

10. Non-local enrolment (out of area):

10.1 Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level.

10.2 In determining whether the school can accommodate a child the principal considers:

• the child's age

• the type of school

• the resources of the school

• the existing number of permanent classrooms and other facilities at the school.

10.3 Except for enrolments at the commencement of the school year, schools that have not reached their local enrolment buffer level should only accommodate non-local enrolments into classes with available places.

10.4 In schools where demand for non-local enrolment exceeds the number of available places below the enrolment buffer, the school must develop non-local enrolment criteria and establish an enrolment panel to consider and make decisions on all non-local enrolment applications.

10.5 When the school's enrolment level is close to the local enrolment buffer, the principal is required to inform the principal of the child's local school when considering the non-local enrolment application, and to seek approval of the Director, Educational Leadership before making an offer to enrol the child.

11. Application for a non-local (out of area placement):

11.1 Non-local enrolment applications include the standard Application to enrol in a NSW Government school and a non-local enrolment application form https://elizabeth-h.schools.nsw.gov.au/about-our-school/enrolment.html

11.2 When completing the application you must explicitly address the selection criteria and provide supporting documentation

11.3 Parents of students seeking enrolment for Year 7 at a non-local high school may do so during the Expression of Interest - Placement in Year 7 in a NSW Government school process. The process for Year 6 students is coordinated by primary schools during Term 1 each year

12. Criteria for a non-local (out of area) placement:

12.1 When submitting an application for a non-local (out of area) placement you must address the following criteria and provide supporting documentation. For example, from a medical specialist.

Criteria to address:

I. siblings already enrolled at the school at the time for the new enrolment
II. exceptional circumstances

12.2 The criteria does not include student ability, performance or achievement.

13. Non-local enrolment Panel:

13.1 The panel at Elizabeth Macarthur High School will include an executive staff member, one teacher and one school community member nominated by the P&C (where possible).

13.2 The principal does not form part of the original panel as they determine whether the stated criteria have been applied equitably in any decision making.

13.3 The panel will convene twice a term to determine outcomes of non-local applications.

14. Appeals:

14.1 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.

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

14.3 If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.

15. Waiting list:

15.1 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 are 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 should reflect realistic expectations of potential vacancies.

16. Implementation of this procedure:

16.1 This procedure will be available on the school website at https://elizabeth-h.schools.nsw.gov.au/about-our-school/enrolment.html

17. Review:

17.1 Delegated staff to review the procedure annually.

17.2 The school buffer will be reviewed annually at the local level.

18. Important links:

https://elizabeth-h.schools.nsw.gov.au/about-our-school/enrolment.html

https://education.nsw.gov.au/policy-library/policies/pd-2002-0006