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ENROLMENT POLICY AND PROCEDURES FOR NEW STUDENTS

Updated 2025

Relevant department of education policy documents:

Enrolment of students in NSW Government School: Policy update, January 2025.

For general enrolment procedures, please refer to policy information available in Enrolments of Students at <https://education.nsw.gov.au/policy-library>.

Rationale

Pennant Hills High School's local enrolment area is determined by the Department of Education (DoE). In accordance with the *Education Reform Act 1990*, the school will seek to ensure that every eligible local student is guaranteed a place at Pennant Hills High School should they choose to enrol.

Verification of local residency

For a student to be enrolled under local placement, parents or caregivers must provide 100 points of residential identification, using documents from the approved list supplied by the school, to confirm residency within the local enrolment area.

Non-local enrolments

The criteria for acceptance of non-local enrolments include the availability of appropriate staff and permanent accommodation.

Accommodation

At the commencement of 2025 Pennant Hills High School had no temporary classrooms. The DoE's Policy states that "*no additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements*".

Example – depending on local placement numbers:

ENROLMENT CEILINGS IN RELATION TO THE ANTICIPATED ENROLMENT RETURN		
YEAR	CEILING	BUFFER
Year 7 (6 classes)	180	10
Year 8 (7 classes)	210	10
Year 9 (7 classes)	210	10
Year 10 (7 classes)	210	10

Enrolment Panel – Year 6 to Year 7, non-local applications

Pennant Hills High School has an Enrolment Panel consisting of the Deputy Principal responsible for Year 6 into Year 7 Transition, the head Teacher Creative and Performing Arts (CAPA) and a parent representative. The panel is responsible for implementing the criteria for non-local placement in line with DoE guidelines and for applying the Pennant Hills High School Enrolment Policy through a collaborative process that includes reviewing all non-local applications, ranking applicants, and establishing a waiting list.

Criteria for non-local placement

Commitment to learning is essential in every educational context. The Enrolment Panel will determine the availability of accommodation and staff, and apply the following criteria for non-local enrolment in order of priority:

- siblings currently attending Pennant Hills High School
- attendance at partner primary schools in local area
- compassionate circumstances
- curriculum offerings of Pennant Hills High School to suit the special aptitudes of students
- safety and supervision of student before and after school
- proximity and access to the school

Waiting list

A waiting list will be established for non-local students seeking placement in year 7. This list will be current for one year.

Non-local placement – Year 8 to Year 12 (inclusive)

On receipt of the application for a non-local placement the Enrolment Panel will:

- review the application in relation to the criteria for non-local enrolment
- consult with the Deputy Principal in relation to the school's curriculum and vacancies available
- based on all available information and with regard to available space/s in classes, the Enrolment Panel will recommend an interview or decline the application
- successful applicants will be interviewed for possible placement by the Principal or Deputy Principal

Appeals

Any appeal regarding a decision made by the Enrolment Panel will be administered by the Principal.

ENROLMENT PROCEDURES FOR NEW STUDENTS (Excluding Years 6 to 7)

New Enrolments

Enrolling new students needs to be an efficient, friendly procedure so that students feel welcomed and settled.

1. All new students will meet with the Deputy Principal who will consider the application to enrol.
2. The Principal will meet with the Deputy Principal who will consider the application to enrol.
3. Where applicable, the school's Learning Support Team will determine strategies to support and assist students on enrolment.
4. Up to date class lists for all subjects are maintained through Sentral and Eval by the Timetable team. In consultation with the Deputy principal, they keep accurate numbers of students in all classes. The class size numbers are as follows.

Junior Classes – 30 Students

All Senior classes – 24 students

5. The Principal will allocate new students to elective classes based on spaces available in classes and the students' interests and abilities as indicated by reports from other schools and any other information that is available.
6. Year Advisers will meet new students in the foyer at 8.45am on their first day.
7. New students will have a 'buddy' allocated organized by the Year Adviser, to show them around and help them adjust socially.
8. The Year Adviser will undertake a progress report for new students five weeks after enrolment to ensure students have settled into school.



Mr Ross Warren
Principal

Updated February 2025

100 POINTS IDENTIFICATION – RESIDENTIAL ADDRESS

To process your application, we require documentation to verify your residential address.

General guidelines:

- all documents **MUST** be in the name of the enrolling parent or caregiver
- at least **ONE** Category A document is required
- original documents must be signed and a copy made by administrative staff at the time of enrolment (documents printed off the internet are not acceptable)
- all documents must be current (dated within the last four months)*
- personal references are not considered

	DOCUMENTATION	POINTS (office use only)
CATEGORY A 40 points	ONE of the following: (no additional points for additional documents) <ul style="list-style-type: none"> ○ council rates notice ○ lease agreement through a registered real estate agent for a period of at least six months or rental board bond receipt ○ exchanged contract of sale with settlement to occur within the applicable school year 	
CATEGORY B 20 points	Any of the following: <ul style="list-style-type: none"> ○ private rental agreement for a period of at least six months ○ Centrelink payment statement showing home address ○ electoral roll statement 	
CATEGORY C 15 points	Any of the following: <ul style="list-style-type: none"> ○ electricity or gas bill showing the service address* ○ water bill showing the service address* ○ telephone or internet bill showing the service address* ○ drivers licence or government issued ID showing home address* ○ home building or home contents insurance policy showing home address ○ statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this 	