



# Elizabeth Macarthur High School Enrolment Procedure

Extracted from the Enrolment of Students in NSW Government Schools

<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

## Introduction

This document supports the Enrolment of students in NSW Government schools policy to provide information on the entitlements, requirements and procedures to enrol students in NSW Government schools. This document should be read in conjunction with the policy and the additional implementation procedures that support enrolment, and information located on the enrolment web page. All references to legislation are to NSW legislation unless otherwise indicated. The Application to enrol in a NSW Government school form has been translated in many community languages and is available on the department website.

An enrolment panel is a group of persons who consider enrolment applications in certain circumstances.

**Enrolment panels** consist of:

- member of the executive staff (as chairperson)
- teaching staff member/s
- school community member/s (nominated by the school's parent organisation).

An enrolment panel may consist of different members in select circumstances such as schools with a single teaching principal.

**Enrolment panels** consider:

- **non-local enrolment applications**, only where demand for non-local places exceeds the number of non-local places available, see section 9.4
- **adult enrolment applications**, in all circumstances, see section 10.3
- **applications for unique school settings**, in accordance with the specific school's assessment and placement procedures, see section 5.1.

## Entitlement to enrol

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. Parents may enrol a child if they turn 5 years of age on or before 31 July in that year. Students identified as gifted and talented, who are aged 4 years or older at 31 January of the year of enrolment may only be enrolled in accordance with the Gifted and Talented policy. 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.

## 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 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

## NSW Government school

Parents may seek to enrol their child directly at their local public school by completing the Application to enrol in a NSW Government school form. Translated enrolment forms are also available. Principals can seek any information they consider to be of assistance in determining if a student is a local enrolment, see Legal Issues Bulletin Number 3 for further information. Parents seeking to enrol their child in a school other than their local public school should contact the school to determine availability of places and selection criteria if demand exceeds availability. The school will notify parents of the result of their application. Further information for parents is available on the Enrolment website.

## International students

International students may submit an application to enrol to DE International in accordance with the International students' enrolment programs. 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. Schools enrolling international students must comply with the legislative requirements and policies outlined in the Enrolment of International Students in Government Schools: Eligibility and Procedures (intranet only).

## **Temporary residents**

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.

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. 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).

## **Exchange Students**

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. 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. If an exchange student is seeking to enrolment 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.

## **Managing enrolments in schools**

A student is 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. Acceptance is subject to the child being eligible to attend and the school can accommodate the child.

An enrolment cap for a school is established centrally, based on available permanent 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 retained otherwise.

In schools with support classes, the enrolment cap accounts for lower student-teacher ratios in disability and learning support classes. The enrolment cap for selective schools is set in accordance with the Selective High School and Opportunity Class Placement policy.

## **Local enrolment buffer**

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. The size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area. For example, in the case of secondary schools, the number of local area students exiting an Intensive English High School or Intensive English Centre should be taken into account, where appropriate. The size of the local enrolment buffer is set locally by the principal and approved by the Director, Educational Leadership. It is reviewed annually and set in time for assessing

applications for the following year's enrolment intake. Places in the local enrolment buffer are not to be offered to non-local students.

### **Non-local enrolment**

Non-local enrolment applications are only considered by schools that 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 type of school
- the resources of the school
- the existing number of permanent classrooms and other facilities at the school.

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. 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. 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.

### **Application**

Non-local enrolment applications include the Application to enrol in a NSW Government school and a non-local enrolment application form. The non-local enrolment application form is developed by the school and requires the applicant to address the selection criteria and provide supporting documentation. A template has been provided at Appendix 1. Parents of non-local students transferring from Year 6 to Year 7 at the beginning of the school year, should complete section C in the Expression of interest - Placement in Year 7 in a NSW Government school form and provide supporting documentation.

### **Criteria**

Criteria for the enrolment of non-local students should be developed by the principal after consultation with the school community. Criteria for non-local enrolment applications must be documented and cannot be unlawfully discriminatory. Criteria may include:

- siblings already enrolled at the school
- exceptional circumstances

Criteria must not include student ability, performance or achievement. Priority should be given to siblings of currently enrolled students, where possible. Only specialist schools, for example sports or performing arts high schools, may include student ability, performance or achievement in the school's specialisation within the criteria for non-local enrolment. It should be made clear what priority is given to each of the criteria. The criteria should be made available to the school community and parents who are interested in enrolling their children. Schools ensure

that information about selection criteria, the choice of courses or programs available is accessible in a way that enables the student and parents to make informed choices.

More detail can be found

<https://policies.education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>

### **Enrolment panel**

The composition of the enrolment panel is determined locally and will consist of one executive staff member to chair the panel and at least one teaching staff member nominated by the principal and one school community member nominated by the school's parent organisation. Applicants for non-local enrolment must be advised that the panel will include a school community member and all panel members should be asked to confirm they have no conflict of interest when considering the application. It is preferable that the principal is not the chair or the executive member on the panel so that appeals in the first instance can be considered by the principal. NSW Department of Education | PD/2002/0006/01/v1.0.0 21 Some schools may be unable to create a full panel due to issues such as remote location and/or staff consists of a single teaching principal. The principal will determine the most equitable method of assessing enrolment applications in partnership with the Director, Educational Leadership. The panel considers non-local enrolment applications in a timely manner. In considering applications, the panel assesses only the information and supporting documentation presented on the non-local enrolment application form, available from the school. The decision made by the panel must take into account the enrolment cap and the buffer retained for local students arriving later in the year. The panel records all decisions and keeps minutes of meetings which are to be available on request by the principal and Director, Educational Leadership. The chairperson ensures that the established criteria are applied equitably to all applicants. The school will notify parents of the result of their application. Parents may request a written explanation of the decisions of the panel.

### **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 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.

### **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. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the principal is not on the enrolment panel, the principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership. The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.