



## Enrolment Procedure

This document should be read in conjunction with the Department's Enrolment of Students in NSW Government Schools Policy (2020) and can be found via the following link:

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

**Background:** In 2019, the Department of Education launched its revised Enrolment Policy to assist schools to meet their obligations under the Education Act (1990) to ensure that every student has a place at their local school. The Elderslie High School Enrolment Procedure aims to clearly inform parents and community members about the process used to determine non-local enrolments.

### **Enrolment Process:**

All schools have an "enrolment cap" which is the number of students that can be enrolled at the school based on the school's permanent accommodation. The Department of Education is responsible for setting this cap for each school. All students who live in local intake area are entitled to a place in their local school irrespective of whether the school is at its cap.

Schools must also keep aside a "buffer" of approximately 5% for the likely number of local students who will need to enrol during the year. If the school has reached its "buffer" then it will be unable to consider non-local enrolments, other than those with exceptional circumstances.

### **Year 6->7 Expressions of Interest:**

For Year 7 entry, parents will generally complete an Expression of Interest form in March of the year in which their child is in Year 6. This form is available from all public schools and is provided to the parents of Year 6 students by their primary school. The form enables parents to select the local school for their child. If this is not the preferred option, parents can rank three schools for which they would like their child to be considered along with the reasons for their application.

### **Enrolment of Students in Years 8-12:**

Enrolment forms and information are available for parents from the school for all other students from Year 8 to 12.

### **Non-Local Placement Panel:**

Where the school is under its enrolment cap, a panel will consider requests for non-local enrolment. This panel will be comprised of:

- A Deputy Principal
- Relevant Year Adviser
- Parent Representative
- Additional staff member (where required)

The Principal will not be part of the non-local placement panel as he/she will be responsible for reviewing any appeals. Panel decisions will be recorded and made available to the Director, Educational Leadership on request.

All applicants for non-local enrolment will be advised in writing as to whether or not they have been successful.

**Non-Local Enrolment Criteria:**

The following criteria will be used to guide the panel in making enrolment decisions about non-local applications:

- Siblings of children already enrolled at the school will be prioritised (where possible)
- Exceptional and compelling circumstances

**100 Points Residential Address Check:**

Enrolment will not be finalised until parents have provided 100 points of identification to confirm that their residential address is within the school's designated intake area. Documents that will assist in verifying the student's address are detailed in the following fact sheet:

<https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/Residential-address-check.pdfho>

**Waiting List:**

If a school is able to take non-local enrolments, a waiting list may need to be created. Any waiting list will remain valid for the current intake period only. The waiting list is determined by the placement panel. Parents are advised in writing if their child is to be placed on the waiting list as well as his/her position on this list.

**Appeals:**

Where a parent receives notification of an unsuccessful application for enrolment, they may decide to lodge an appeal. Parents should lodge any such appeals in writing to the Principal who will review the circumstances of the application.