EPPING BOYS HIGH SCHOOL

213 Vimiera Road, EASTWOOD, NSW 2122
Ph: 9869 2701 Fax: 9868 1198 Email: eppingboy-h.school@det.nsw.edu.au
Principal: Timothy O'Brien, BEc, Dip Ed

Enrolment Policy - 2019

The Enrolment Policy has been developed in consultation and agreement with the Principal, P&C and the Director Public Schools NSW. The policy has been formulated based on the current Department of Education Policy document, *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy, August 1997.*

Epping Boys High School has a designated local enrolment intake area. All boys residing in this area are eligible to attend Epping Boys High School. All families residing outside the designated enrolment area must make a non-local enrolment application. Please refer to the program School Finder – NSW Public Schools for the Epping Boys High School enrolment area at http://www.schools.nsw.edu.au/gotoschool/nswps-finder/welcome.html

Enrolment from Year 6 to Year 7 (2020)

Boys enrolled in a NSW public school need to follow the procedures stated in the form *Moving into Year 7 in a NSW Government School in 2020.* This form is distributed by your local government primary school.

Boys enrolled in a non-government primary school seeking to enrol at Epping Boys High School will need to download the form from the Department of Education or contact our Enrolment Officer through the school administration office.

Non-local applications need to address the non-local enrolment criteria stated in this policy under the section titled **Non-Local Enrolment Years 7 to 12**.

Local Enrolment Years 7 to 12

A local enrolment is a student who possesses the required documentary evidence which proves their permanent residence is located within the designated local enrolment intake area. All new enrolments must provide proof of residency through the documentary evidence required by this school.

Applicants residing within the local enrolment area must complete the form: *Application to Enrol in a NSW Government School*.

Please contact the Enrolment Officer to begin the process and book an enrolment interview with one of the Deputy Principals

At the enrolment interview, you will be required to submit the completed application form to the school with copies of all required documentation as outlined in the Student Identity and 100 Points Residential Proof Checklist:

Non-Local Enrolment Years 7 to 12

A non-local enrolment is a student whose family's residence is outside of the designated local enrolment intake area.

Places for non-local applicants will be considered in the light of whole school and each academic year's enrolment numbers which can vary for different year groups, given:

1) the number of permanent teaching spaces available;
   (Please note: no additional accommodation - permanent or demountable - will be provided to the school to cater for increased enrolments resulting from non-local placements); and
2) that a sufficient enrolment buffer, determined by the Principal, be left to accommodate possible new local enrolments arriving throughout the school year.

A Placement Panel, consisting of the Principal, staff member, Enrolment Officer and President of the P&C (or delegate), will consider and make recommendations on all non-local enrolment applications.

The development of criteria for the enrolment of non-local students is the responsibility of the Placement Panel. The criteria is consistent with the general principles governing enrolment in NSW government schools. The decisions made by the Placement Panel are made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year.

It is the decision of the Placement Panel that **commitment to learning** is the most significant criteria when non-local placements are considered. Other criteria for non-local enrolment applications considered by the Placement Panel are:

(Please note: criteria are not listed in priority order)

- Siblings of students already enrolled in the school. (The younger the sibling, the higher the priority)
- Special interests and abilities reflected in the culture of Epping Boys High School. Examples include sport, creative and performing arts, leadership, civic citizenship, debating and public speaking.
- Compassionate circumstances of a serious nature.
- Medical reasons requiring the facilities of this school.
- Access to a single-sex education.

In Years 11 and 12 non-local enrolment applications will also be considered if the established curriculum can accommodate them and the reason relates to availability of subjects or combinations of subjects not available elsewhere.

Please note: Satisfying one or more of the above criteria does not guarantee enrolment. Offers of enrolment to non-local applicants will only be made when places are available.

Please provide the following to the Enrolment Officer:

Year 6 into Year 7 applicants must complete the form *Moving into Year 7 in a NSW Government School in 2020*. Year 7 to Year 12 applicants must complete the form *Application to Enrol in a NSW Government School*, along with the following:

- One A4 page maximum covering letter detailing your son's commitment to learning and other criteria. For example, extra-curricular activities, school service and school merit awards
- Copies of school service and school merit awards
- Copies of your son's last two academic reports

All local and non-local applicants must also supply the following:

If you are successful in gaining an enrolment interview, you will be required to submit copies of all required documentation as outlined in the Student Identity and 100 Points Residential Proof Checklist

Documents that confirm medical conditions experienced by the student and a current Medical Plan from a General Practitioner.

This includes anaphylaxis, asthma, allergies and all serious medical conditions. The Department of Education requires parents to provide full disclosure of all medical conditions and appropriate documentation.

Please note: The Department of Education requires all students with anaphylaxis to carry their up to date Epipen auto-injector and ASCIA Anaphylaxis Personal Plan with them at all times at school. The plan should be wrapped around the Epipen box and secured with a rubber band.

False or Misleading Enrolment Information or Practices

The Application to Enrol in a NSW Government School requires the applicant to declare the information provided is correct. It also makes it clear the provision of false information can result in the enrolment being reversed. Any decision to reverse an enrolment needs to take into account the specific circumstances of the matter. This includes determining if the student was an "out of area enrolment" and whether acceptance of the enrolment application has resulted in the student gaining entry at the expense of other prospective students who may be on a waiting list.

Section 34A of the Education Act 1900 provides that the Director-General may terminate the enrolment of a child at a government school who is not entitled to be enrolled at the school if the child was enrolled as a result of false information of a false document provided to the Principal. This power has not been delegated to principals. Advice is sought from Legal Services before a decision is made to terminate an enrolment under section 34(4) of the Act.

If a person knowingly provides materially false or misleading information to a school when making an application for enrolment, this may be an offence which has a penalty of up to 2 years imprisonment, $22,000 fine or both (*Section 307B of the Crimes Act 1900*).

Appeals

Where a parent or carer wishes to appeal against the decision of the school Placement Panel, the appeal should be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved, the Director Educational leadership NSW will consider the appeal and make a determination. The Director Public Schools NSW will consult with the Principal and the school community, as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Enrolment in the Inclusive Education Unit

For assistance with enrolment into the Inclusive Education (Autism) Unit, please contact the Learning and Wellbeing staff, located at the Macquarie Park office of the Department of Education on **9886 7000**.

Temporary Visa Holders

Please contact **1300 300 229**. Following the issue of an Authority to Enrol, follow the procedures outlined above for Australian Residence enrolment.

International Student Visa Holders

Please contact International Student Centre (ISC) on **1300 300 229**

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Enrolment
Paperwork Checklist

The Checklist below has been provided to assist with the return of all necessary paperwork.

✓	Paperwork to be Returned
	Proof of student's residential address: • Refer to 100 Points Residential Proof Checklist overleaf
	Australian Citizens – one or both parents born in Australia: • Australian Birth Certificate or Australian Passport of student enrolling Australian Citizens – both parents born Overseas: • Australian Passport or Australian Birth Certificate along with Citizenship Certificate of student enrolling
	Non-Australian Citizens. If your child is a Permanent Resident but not an Australian Citizen you will need to provide: • Passport • Current visa
	Temporary Visa Holders: If your child is a Temporary Visa Holder you will need to provide: • Passport of student enrolling • Current visa • Authority to Enrol (ATE) issued by the Temporary Residents Program
	If your child has health, disability or other support needs you will need to provide: • Copies of medical/healthcare or emergency action plans • Evidence of any disability or other support needs, including any Learning and Support Plans
	If your child is the subject of family law matters you will need to provide • Copies of relevant Court Orders

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Student Identity and 100 Points Residential Proof Checklist

Student Name: _____

Please provide copies of the following documents – as this paperwork will not be returned

Document	Points Value	Points Scored
• **Proof of Student Identity**	N/A	N/A
• **Contract of Sale,** *or* • **Property Lease Agreement** – from a Registered Real Estate Agent-minimum 12 months) if not current, a letter from the Real Estate Property Manager stating that the lease is ongoing , *or* • **Council Rates Notice**	50 points each	
• **NSW Driver's Licence or NSW Photo ID Card,** *or* • **Property Insurance papers**	30 points each	
• **Utility Bills** – eg Gas, Water, Electricity, *or* • **Superannuation Statement,** *or* • **Electoral Roll Registration ,** *or* • **Bank Statement**	10 points each	
• **Private Rental Agreement** – Signed Copy (details required include length of tenancy and Rental Bond Lodgement Receipt) together with • **Statutory Declaration** from both parties ie Tenant and Landlord – this needs to be signed by both parties and also a Justice of the Peace	5 points each	
Total		

Please note: all Residential Proof of Address documents must be in the name of the enrolling students' parent/carer

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