

# EPPING BOYS HIGH SCHOOL

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Principal: Jessica Schadel



## Enrolment Policy - 2024

The Enrolment Policy has been developed in consultation and agreement with the Principal, P&C and the Director Educational Leadership. The policy has been formulated based on the current Department of Education Policy document, *Enrolment of Students in NSW Government Schools*.

Epping Boys High School has a designated local enrolment intake area. All students who are Australian Citizens, Permanent Residents or on a Temporary Resident visa, 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 [School Finder](#) - NSW Public School Finder for the Epping Boys High School enrolment area.

### Enrolment from Year 6 to Year 7 (2025)

The Year 6 to Year 7 Transition process for NSW Government schools will be available online in 2024. Your local government primary school will provide further details in Term 1.

Students enrolled in a non-government primary school seeking to enrol at Epping Boys High School will need to contact our Enrolment Officer through the school administration office.

To be eligible for enrolment, students must live within the local enrolment area as proven with their 100 point documentation, **as of the first day of Year 7 for the student**.

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, as of their first day at Epping Boys High School. All new enrolments must provide proof of residency through the documentary evidence outlined in the Student Identity and 100 Points Residential Proof Checklist. See website: [Epping Boys High School Enrolment Information](#)

Students must reside with one or both parents within the local intake area. If the student resides with a carer other than his parents, further documentation will be required to explain the care arrangements. Please contact the Enrolment Office if you require more information.

Applicants residing within the local enrolment area may complete an online application: [Epping Boys High School Online Application](#) or alternatively may complete the form: [Application to Enrol in a NSW Government School](#)

Once the completed application form (either online or on paper) and all required documentation has been received, the Enrolment Office will arrange an enrolment interview with one of the Deputy Principals and Year Advisers.

**Important: Any enrolments of students aged 17 years and over will be considered on a case by case basis**

## 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 only be considered in exceptional circumstances.**

A Placement Panel, consisting of the Deputy 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 Epping Boys High School being over its enrolment cap.**

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

**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 in exceptional circumstances.**

**Please provide the following to the Enrolment Officer:**

All applicants must complete the form *Application to Enrol in a NSW Government School*, along with a **one A4 page maximum covering letter detailing the exceptional circumstances in relation to your son, for consideration by the Placement Panel.**

**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
- Copies of the student's two previous school reports
- Copies of any Court Orders if your son is the subject of any family law matters
- 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.

### Temporary Resident Visa Holders

Temporary residents must lodge an application online to the [Temporary Residents Program](#). Further instruction is available on the [Online Application Portal User Guide](#). The Temporary Residents Program will assess the application, validate the student's visa and issue a tuition fee invoice (if applicable). You will then be sent a school placement request via the Online Application Portal and asked to select your preferred school. After the school accepts the placement request, you will be required to submit an [Application to Enrol in a NSW Government School](#) and provide the required documentation. An enrolment interview will then be held and the Temporary Residents Program will issue the "Authority To Enrol".

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

Please contact the Temporary Residents Program on **1300 300 229**.

### International Student Visa Holders

Epping Boys High School is NOT accepting enrolments for International Students as it is over the enrolment cap.

Please contact DE International on **1300 300 229**.

### 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**.

### 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 will consider the appeal and make a final determination.

### 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.

*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 or 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*).