

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 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 students who are Australian Citizens or Permanent Residents, 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 <https://schoolfinder.education.nsw.gov.au/>

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.

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 required by this school.

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: <https://enrol.education.nsw.gov.au/#/?schoolCode=8884> or alternatively may complete the form: *Application to Enrol in a NSW Government School* – refer to website.

The Enrolment Office will arrange an enrolment interview with one of the Deputy Principals and Year Advisers.

Prior to the enrolment interview, you will be required to submit the completed application form (either online or on paper) to the school with copies of all required documentation as outlined in the Student Identity and 100 Points Residential Proof Checklist – refer to website.

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

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

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. Relevant Law Education Services for Overseas Students (ESOS) and the National Code of Practice 2007. **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).

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).