

EPPING BOYS HIGH SCHOOL

213 Vimiera Road, EASTWOOD, NSW 2122

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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 (2019)

Boys enrolled in a NSW public school need to follow the procedures stated in the form *Moving into Year 7 in a New South Wales Government School in 2019*. 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.

Australian citizens or permanent residents residing within the local enrolment area must complete the form: *Application to Enrol in a NSW Government School*.

Return the application form to the school with copies of the following documents which are all necessary for an application to be processed:

- Documents which confirm your home address within our enrolment intake area.

You will be required to provide documents that add up a minimum of 100 points (please refer to the **100 Points Residential Proof Checklist** in this policy document). These documents must be in the family name for the current residential address and must be originals or certified true copies. In some circumstances the placement panel may request additional documentation to support enrolment applications.

Examples of documents are:

- Contract of Sale **or**
Real Estate Agent registered Lease Agreement (minimum 12 months) **or**
Council Rates Notice, **and**
- two other utility bills such as gas, water, and electricity.

- Copies of school reports for at least the last 12 months.

- Proof of identity and evidence of student's residential status. Students enrolling must produce the original of one of the following documents: Birth Certificate or identity documents.

1. **Australian Birth Certificate** - if the child and parent/s are born in Australia or New Zealand
2. **Australian Passport** or **Australian Citizenship Certificate** - if the child was born overseas and is an Australian Citizen
3. **Passport and Visa** - if the child was born overseas and **not** an Australian Citizen. It is also necessary to sight the parents' passports.

** If a child was born in Australia and does not hold an Australian Passport and both parents are born overseas, it will be necessary to sight the parents' passports.*

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.

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.

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.

All non-local enrolment applications must supply the same documentation as local enrolments.

An interview with the parent/carer and student with the Principal will finalise the enrolment process. A starting date will be confirmed only at this time.

A waiting list for each academic year may be established if there are realistic expectations of places becoming available. The waiting list will be current for one year.

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

- 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 (2nd edition) 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 Public Schools 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

Enrolment in the Inclusive Education (Autism) Unit will be through application to the Educational Services staff of the Macquarie Park Operational Directorate.

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 302 456**

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Enrolment Policy

100 Points Residential Proof Checklist

Student Name: _____

Document	Points Value	Points Scored
<ul style="list-style-type: none"> • Contract of Sale • Property Lease Agreement (Registered Real Estate Agent minimum 12 months) with signed Privacy Release form for confirmation • Council Rates Notice 	* 50 points	
<ul style="list-style-type: none"> • Driver's Licence • Property Insurance papers 	30 points	
<ul style="list-style-type: none"> • Utility Bills – eg gas, water, electricity • Superannuation Statement • Electoral Roll Registration • Bank Statements 	# 10 points	
<ul style="list-style-type: none"> • Electricity Agreement Schedules • Statutory Declarations • Private Rental Agreement or failure to provide consent for release of information without Privacy Release form 	# 5 points	
Total		

Proof of Student Identity Checklist 2019

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.
	Australian Citizens: Birth certificate or Passport
	<p>Non-Australian Citizens. If your child is a Permanent Resident but not an Australian citizen you will need to provide:</p> <ul style="list-style-type: none"> • Passport • Current visa and previous visas (if applicable)
	<p>Temporary Visa Holders: If your child is a Temporary Visa Holder you will need to provide:</p> <ul style="list-style-type: none"> • Passport • Current visa and previous visas (if applicable) • Authority to Enrol issued by the Temporary Residents Program Unit. This is required for visitor and Temporary Visa holders (other than sub class 571P referred to below) • Authority to Enrol or evidence of permission to transfer issued by the International Students Centre (if holding an international full fee student visa, sub class 571P) • Evidence of the visa the student has applied for (if the student holds a bridging visa)
	<p>If your child has health, disability or other support needs you will need to provide:</p> <ul style="list-style-type: none"> • Copies of medical/healthcare or emergency action plans • Evidence of any disability or other support needs, including any learning and support plans
	<p>If your child is the subject of family law matters you will need to provide</p> <ul style="list-style-type: none"> • Copies of any family law or other relevant court orders