



# MOOREBANK HIGH SCHOOL

## COMPREHENSIVE STUDENT PLACEMENTS 2020 ENROLMENT POLICY

### 1. Context

Moorebank High School was identified as a selective and comprehensive school in 2009. The Department of Education's High Performing Students Unit allocates sixty Year 7 selective students to the school who are identified through the unit's testing and associated processes. The first in-take of Year 7 selective students took place in 2010 and a further sixty selective students will be offered places in Year 7 at the school each ensuing year. The school will maintain a ceiling of sixty selective students in each year group in Years 7-12 as directed by the DoE. The High Performing Students Unit will fill vacancies in the selective stream at Moorebank High School in Year 7. Vacancies in the selective stream in other year groups will be filled as per the school's **CoS4 Selective Students Year 8-12 policy** – a policy approved by the High Performing Students Unit.

The *Moorebank High School Comprehensive Student Placements 2020 Enrolment Policy* outlines the processes and guidelines applicable for the placement of students in the comprehensive stream of Moorebank High School in 2020 and for Year 7 2021. It replaces Moorebank High School's *Comprehensive Student Placements 2019 Enrolment Policy* and reflects changes arising from the Department of Education's *General Enrolment Procedures*, implemented from 22 July 2019.

### 2. 2020 Enrolment Cap and Buffers

An enrolment cap for a school is established centrally, based on available permanent accommodation. Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. **Places in the local enrolment buffer are not to be offered to non-local students.**

### 3. Enrolment Criteria for Placement as a Comprehensive Student for 2020

#### a. In Area Enrolment Application

When seeking enrolment at Moorebank High School the following original documents are required (see the checklist on page 15 of the *Application to enrol in a NSW Government school*).

- Proof of the student's residential address in the name of parent or caregiver. These could include council rates notice, residential lease, electricity account. Families must live in the Department of Education's designated intake area to be considered an in-area student (see appendix 1).
- A statutory declaration if the student lives with a legal guardian other than a parent.
- If the school is near or above the buffer mentioned above, parents or caregivers will be required to use the Department of Education's 100-point residential address check to verify that the student being presented for enrolment lives within the intake area (see appendix 2).
- A birth certificate or passport to verify the name and age of the student enrolling.
- Australian Immunisation Register (AIR) Immunisation History Statement for all students enrolling in NSW Government schools for the first time.
- Copies of any family law or other relevant court orders.
- Copies of medical / health care or emergency action plans.
- Evidence of any disability or other support needs, including any learning and support plans.
- Passport or travel documents and current visa and previous visas (if applicable) if the student is a

permanent resident but not an Australian citizen. These documents plus an Authority to Enrol issued by the Temporary Residents Program Unit if the student is a temporary visa holder.

- Recent School Reports.

Once an application for enrolment has been received the following will occur.

- A student information request will be sent to the previous school for review before the enrolment and an interview with the Principal or Deputy Principal will be held.
- An enrolment interview will be held with the Principal or Deputy Principal to discuss the student's learning needs and history, school expectations, programs and school organisation.
- Once a student has been accepted, all forms will need to be returned to the school and full school uniform purchased before enrolment can commence. In most situations, the starting date will be up to three to four days following the interview. However, this may be delayed following communication from the previous school, or because of information raised during the interview, that necessitates the development of health care or other plans to ensure a smooth transition into the school.

## **b. Out Of Area Enrolment Application - Comprehensive Placements**

Students residing outside of the local in-take area may be considered for enrolment if they are eligible to attend and the school can accommodate them. Applicants should follow the application process as set out in 3a above.

As per Department of Education policy, schools cannot offer places to non-local students if the local area buffers have been reached.

Where demand for non-local enrolment exceeds the number of available places below the enrolment buffer, an enrolment panel (consisting of one executive staff member, one teaching staff member and one school community member nominated by the school's parent organisation) will consider and make decisions on all non-local enrolment applications using the following criteria.

1. Sibling preferences, if the student applying for enrolment has a sibling enrolled within the comprehensive and/or selective streams of the school.
2. If the student was enrolled at an in-area partner primary school (Nuwarra, Newbridge Heights and Chipping Norton primary schools) in Year 6.
3. Compassionate circumstances.
4. Specific welfare circumstances of the student.
5. Proximity of the student's residence to the school.
6. Availability of subjects or combination of subjects

The above list is in priority order.

Applicants are advised to include evidence that supports the assessment of the application against the criteria. Applications for out-of-area enrolment can include previous reports, current comments from the applicant's Principal and any other documents that constitute **evidence** for the above criteria.

## **4. Specific Enrolment Criteria for Comprehensive Students Commencing Year 7 2021**

### **a. 2021 Year 7 Comprehensive Students' Enrolment Ceiling and Buffer**

An enrolment cap for a school is established centrally, based on available permanent accommodation. Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. **Places in the local enrolment buffer are not to be offered to non-local students.**

The school will use the anticipated enrolment numbers in Years 8 - 12 for 2021, and anticipated in-area enrolments for Year 7 2021, to determine if the enrolment buffer and / or cap have been reached, before

making any offers to non-local students.

## **b. In-Area Enrolment – Comprehensive Placements**

- Parents and carers requesting placement in Year 7 at a NSW Government school in 2021 need to complete an expression of interest form.
- For students currently enrolled in NSW Government primary schools, please return this form to your child's primary school.
- For students not currently enrolled in a NSW Government primary school, please return this form to the NSW government secondary school that you intend to enrol your child in.
- All expressions of interest must be returned on or before 20 March 2020.
- Once your child has been offered a place in our school you will be asked to complete an Application to Enrol in a NSW Government School. This will be sent to you during Term 2 or Term 3. Please complete all details on this form and return it as soon as possible.
- Proof of the student's residential address in the name of parent or caregiver. These could include council rates notice, residential lease, electricity account. Families must live in the Department of Education's designated intake area to be considered an in-area student (see appendix 1).
- A statutory declaration if the student lives with a legal guardian other than a parent.
- The checklist on Page 15 of the Application to Enrol in a NSW Government School outlines all the other documentation that must be provided, **before an enrolment will be considered**.
- This documentation includes,
  - Originals of a birth certificate or other identity document.
  - Originals of an Australian Immunisation Register (AIR) Immunisation History Statement for all students enrolling in NSW Government schools for the first time.
  - Copies of any family law or other relevant court documents.
  - Copies of medical / healthcare or emergency action plans.
  - Evidence of any disability or other support needs, including any learning and support plans.
  - For Non-Australian citizens, passport or travel documents and current and previous visas if applicable.
  - For temporary visa holders, passport or travel documents, current and previous visas if applicable, plus an Authority to Enrol issued by the Temporary Residents Program Unit or International Student Centre.
- The final decision on enrolment will be made following consideration and acceptance of your application to enrol by the school principal. You may be contacted for more information in order to ensure a smooth transition into high school. Depending on plans that need to be put into place, in rare circumstances, this may delay the start date of the student in 2021.
- You will then receive a letter confirming whether or not your child has been accepted for enrolment.

## **c. Enrolment Placement Panel**

This panel has been established to ensure that fair and equitable decisions are made about the enrolment of comprehensive students in Year 7 at Moorebank High School. The placement panel will primarily consider out-of-area applications for enrolment.

The panel consists of,

- One executive staff member
- One teaching staff member
- One school community member nominated by the school's parent organisation

The Enrolment Placement Panel is responsible for,

- Monitoring, evaluating and revising this policy from year to year or as required.
- Consideration of out-of-area comprehensive applications in Year 7 following the enrolment criteria listed below.

- Placement of out-of-area Year 7 comprehensive applicants on an **order of eligibility and merit** list comprising of
  - Those students to whom offers shall be made, **pending submission of required paperwork.**
  - Those students who shall be placed on a waiting list in order of merit.
  - Those students who are unsuccessful in their application.

#### **d. Out Of Area Enrolment Application - Comprehensive Placements**

- Parents and carers requesting placement in Year 7 at a NSW Government school in 2021 need to complete an expression of interest form.
- For students currently enrolled in NSW Government primary schools, please return this form to your child's primary school.
- For students not currently enrolled in a NSW Government primary school, please return this form to the NSW government secondary school that you intend to enrol your child in.
- All expressions of interest must be returned on or before 20 March 2020.

The school's Enrolment Placement Panel will meet to consider expressions of interest from prospective Year 7 students residing outside the local in-take area that are lodged in 2020. Applicants are advised to **include evidence** that supports the panel's assessment of the application against the criteria. The panel will take into account:

1. Sibling preferences, if the student applying for enrolment has a sibling enrolled within the comprehensive and/or selective streams of the school.
2. If the student was enrolled at an in-area partner primary school (Nuwarra, Newbridge Heights and Chipping Norton primary schools) for more than 12 months and is in Year 6.
3. Compassionate circumstances.
4. Specific welfare circumstances of the student.
5. Primary principal endorsement.
6. Proximity of the student's residence to the school

The above list is in priority order.

The panel will consider documented evidence provided for the criteria alone. **Applications will be ranked based on the priority order of the criteria met; the number of criteria met; the extent to which each criteria has been met.** For example, a student who has attended one of the in-area partner primary schools and who has two siblings at the high school already, may be ranked more highly than a student who is applying on the grounds of close proximity to the in-take boundary and compassionate circumstances. Having one or more siblings in the selective or comprehensive stream alone may not guarantee a high ranking because the panel considers all criteria to make a decision for each application. **Parents are advised to carefully consider this before applying to enrol the first of two or more children at the school.**

Applicants are advised to include evidence that supports the panel's assessment of the application against the criteria. Applications for out-of-area enrolment can include previous reports, certificates, current comments from the applicant's Principal and any other documents that constitute **evidence** of the criteria above.

The order of eligibility and merit list for out-of-area applicants will be maintained up to the end of Term 1 2021. The size of this list will reflect realistic expectations of potential vacancies and applicants will be advised of this, along with their ranking.

For students to whom offers shall be made you will be asked to complete an Application to Enrol in a NSW Government School. Please complete all details on this form and return it as soon as possible.

- Proof of the student's residential address in the name of parent or caregiver. These could include council rates notice, residential lease, electricity account. Families must live in the

Department of Education's designated intake area to be considered an in-area student (see appendix 1).

- A statutory declaration if the student lives with a legal guardian other than a parent.
- The checklist on Page 15 of the Application to Enrol in a NSW Government School outlines all the other documentation that must be provided.
- This documentation includes,
  - Originals of a birth certificate or other identity document.
  - Originals of an Australian Immunisation Register (AIR) Immunisation History Statement for all students enrolling in NSW Government schools for the first time.
  - Copies of any family law or other relevant court documents.
  - Copies of medical / healthcare or emergency action plans.
  - Evidence of any disability or other support needs, including any learning and support plans.
  - For Non-Australian citizens, passport or travel documents and current and previous visas if applicable.
  - For temporary visa holders, passport or travel documents, current and previous visas if applicable, plus an Authority to Enrol issued by the Temporary Residents Program Unit or International Student Centre.
- You may be contacted for more information in order to ensure a smooth transition into high school. Depending on plans that need to be put into place, in rare circumstances, this may delay the start date of the student in 2021.
- **Enrolment will only proceed upon the submission of required paperwork.**

## 5. Appeals

Parents and carers who wish to appeal the decision of the Enrolment Placement Panel must do so in writing, addressed to the Principal. The Principal will review the decision of the enrolment panel against the criteria and procedures listed in this policy. No new evidence will be considered during the appeal process.

All appeals must be received by the Principal **within two weeks of the date of the notification letter** informing parents that they been unsuccessful in their application or that their child has been placed on a waiting list.

## 6. Information Updates

It is a condition of enrolment that the applicant keeps the school updated in respect of changes to their residential address, medical information and emergency contact numbers.

## 7. Enrolment Officers

The enrolment officers assisting the enrolment placement panel in the management of enrolments are Mrs Moya McCann and Mrs Nurgul Karabacak Any enquiries about enrolment may be directed, in the first instance, to them on (02) 9601 3999.

***The Principal and the President of Moorebank High School Community Focus Group have endorsed this policy.***

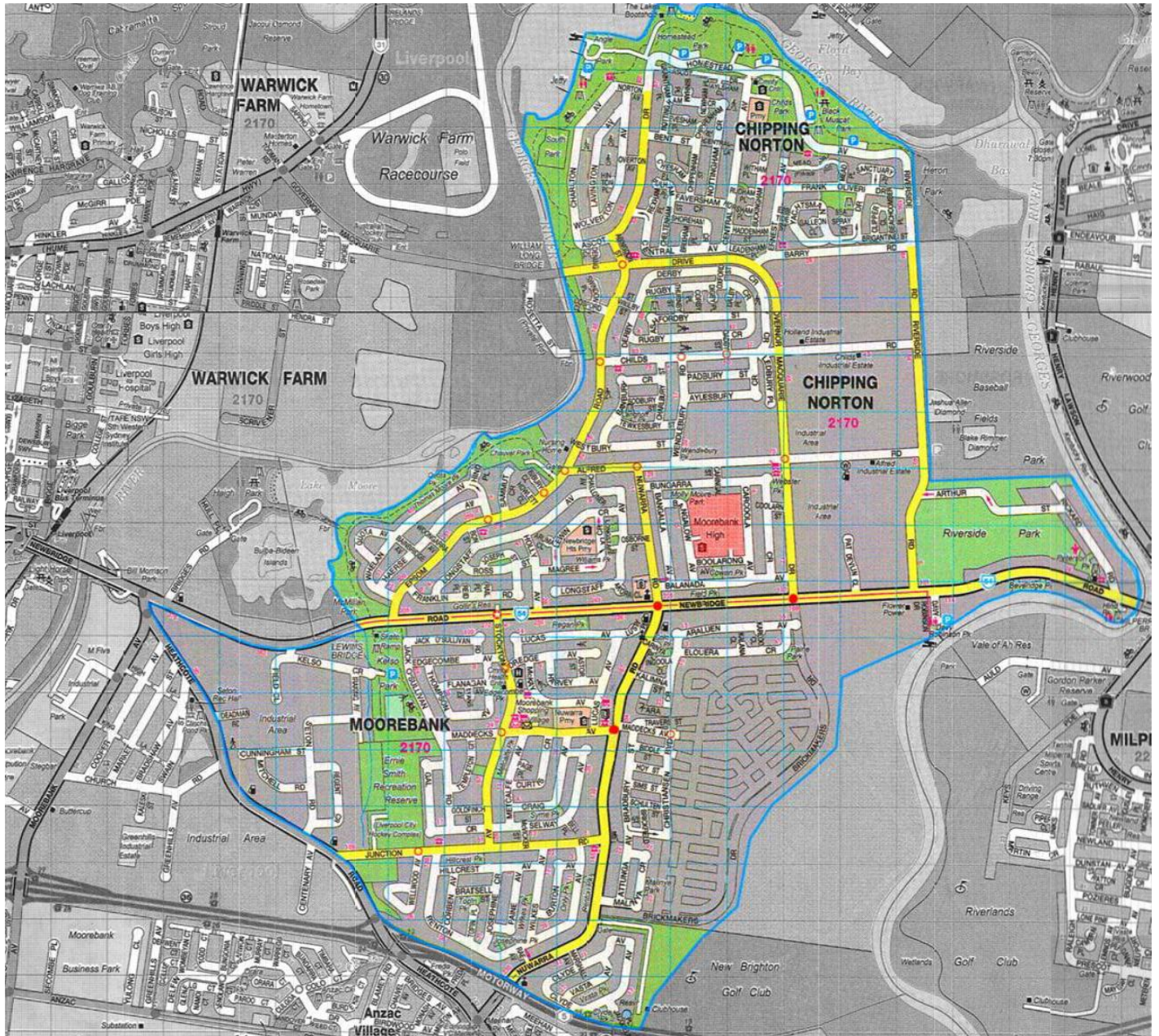
**Ms V Grego**

**Principal**

**Date: 4 February, 2020**

# Appendix 1: Map of Boundary for the Moorebank High School Designated Intake Area

 = Boundary





## Residential address check

### For the enrolment of students in NSW Government schools

Persons seeking to enrol a child in a NSW Government school may be required to show documents to establish the child's address

#### Key principles

The *Education Act 1990* provides the key principles that govern the enrolment of students in NSW Government schools. Some of them are summarised below.

The parent of a child may enrol the child at any government school if the child is eligible to attend the school and the school can accommodate the child (section 34.1).

A child is entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend (section 34.2).

The principal may, for the purpose of establishing a child's eligibility to attend or entitlement to be enrolled at the school, require a person seeking to enrol the child at the school to provide proof, to the satisfaction of the principal, of the child's identity, date of birth and home address (section 34A.1).

In determining whether a child could be accommodated, the number of classrooms and other facilities may be considered (section 34.6).

The enrolment of a child who is not entitled to be enrolled at the school may be terminated if the child was enrolled as a result of false information or a false document provided (section 34A.4).

#### Establishing the child's residential address

To determine a child's eligibility to attend or entitlement to enrol in the school, the principal may require documents to establish the child's address.

Generally, acceptable documents show the full name of the parent and address of the parent or carer with whom the child lives. However, any requests for proof of address must be reasonable in the circumstances.

Staff in schools abide by the Privacy and Personal Information Protection Act 1998 (NSW). Residential address information provided will be used to process applications for enrolment and associated purposes and the information will be stored securely.

#### 100-point residential address check in some schools with a designated intake area

Schools that are above or near (i.e. the number of non-local enrolment applications received exceeds the number of enrolment places available outside the local enrolment buffer) their buffer level use the following 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ul style="list-style-type: none"> <li>1.1. Council rates notice</li> <li>1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt</li> <li>1.3. Exchanged contract of sale with settlement to occur within the applicable school year</li> </ul>	40
2. Any of the following <ul style="list-style-type: none"> <li>2.1. Private rental agreement for a period of at least 6 months</li> <li>2.2. Centrelink payment statement showing home address</li> <li>2.3. Electoral roll statement</li> </ul>	20 each
3. Any of the following documents <ul style="list-style-type: none"> <li>3.1. Electricity or gas bill showing the service address*</li> <li>3.2. Water bill showing the service address*</li> <li>3.3. Telephone or Internet bill showing the service address*</li> <li>3.4. Drivers licence or government issued ID showing home address*</li> <li>3.5. Home building or home contents insurance showing the service address</li> <li>3.6. Motor vehicle registration or compulsory third party insurance policy showing home address</li> <li>3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.</li> </ul>	15 each

\* up to three months old

#### More information

Contact your local school or visit

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>