



BLACKTOWN GIRLS HIGH SCHOOL

A Partially Selective Girls High School

BLACKTOWN GIRLS HIGH SCHOOL ENROLMENT PROCESSES AND PROCEDURES

Blacktown Girls High School's Enrolment Processes and Procedures has been developed in accordance with the Department of Education (DoE) *"Implementation document for Enrolment of Students in NSW Government Schools: a Summary and Consolidation of Policy"*, updated 20th December, 2018.

General Principles Governing Enrolment

The following guidelines apply to enrolment at government schools:

1. Children are 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
2. School local areas are determined by the Department of Education (DoE)
3. Parents may seek to enrol their child in the school of their choice
4. Students may only be enrolled in one school at any one time
5. Schools are set an enrolment cap to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend their local high school
6. Schools are required to have a written policy which states the grounds on which non local enrolments will be considered and/or accepted
7. The primary criteria for acceptance of non local enrolments will include the availability of appropriate staff and permanent classroom accommodation
8. The requirements of Work Health and Safety must be considered before any student is enrolled;
9. Students with a history of violence or criminal behaviour may not be accepted if the risk assessment reflects that the safety and welfare of students and staff may be compromised.

Local Enrolment

In line with the Department of Education Policy, Blacktown Girls High School has a responsibility to accept all students who reside permanently within our enrolment areas as defined by the DoE. Please request to view the map that defines our enrolment area.

You can find your local school by clicking on the link: <https://education.nsw.gov.au/school-finder>

The Blacktown Girls High School Boundary Map can be found at the end of this document.

Local Enrolment Procedures

On contacting the school seeking to enrol, the school may require the completion of a *Request for Enrolment* form before consideration for enrolment will occur. This form requires present proof of address for being in area. At this time, in order to assist in appropriate class placement, the student's latest school report and NAPLAN results should also be included. If these requirements are met an appointment will be arranged with the Principal or appropriate Deputy Principal.

VERIFICATION OF LOCAL RESIDENCY

For a student to be enrolled as a local placement, parents will be asked to **provide 100 points** as per the General Guidelines which includes proof that they live in the local area and that the child being enrolled also lives in the local area.

GENERAL GUIDELINES

- *All documents **MUST** be in the name of the enrolling parent/carer*
- Only **ONE Category A** document is required
- A copy of the original documents is accepted
- All documents must be current (dated within the last 3 months)
- Personal references are not considered

DOCUMENTATION

Document showing the full name of the child’s parent	Points
1. Only one of (i.e. no additional points for additional documents) <ol style="list-style-type: none"> 1. 1.1. Council rates notice 2. 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 3. 1.3. Exchanged contract of sale with settlement to occur within the applicable school year 	40
2. Any of the following <ol style="list-style-type: none"> 1. 2.1. Private rental agreement for a period of at least 6 months 2. 2.2. Centrelink payment statement showing home address 3. 2.3. Electoral roll statement 	20 each
3. Any of the following documents <ol style="list-style-type: none"> 1. 3.1. Electricity or gas bill showing the service address* 2. 3.2. Water bill showing the service address* 3. 3.3. Telephone or internet bill showing the service address* 4. 3.4. Drivers licence or government issued ID showing home address* 5. 3.5. Home building or home contents insurance showing the service address 6. 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 7. 3.7. Statutory declaration stating the child’s residential address, how long they have lived there, and any supporting information or documentation of this. 	15 each

* up to three months old

Prior to this interview the Principal will send a *Request for Information Form* to the student's previous school to check on any history of violent behaviour or learning support needs. If necessary, a *Risk Management Plan* will be prepared and discussed at the first available staff meeting, before enrolment is finalised

The *Enrolment Form* for any local application will be supplied at the time of the interview for completion along with other paperwork including uniform and related information, Computer technologies contract, media permissions and medical information especially if allergic to anything. If the paperwork associated with enrolment are not completed and submitted and is not truthful, then rights to be enrolled may be revoked. Other paperwork is outlined in **Required Documentation for Enrolment**.

Non Local Enrolment

Parents of students who live outside the designated enrolment area may wish to make application for their daughter to attend Blacktown Girls High School.

The acceptance of 'out of area' students will be dependent on several factors, including:

- Meeting the requirements of the *Department of Education Enrolment Policy*; and
- Availability of space in the school overall and within year group.

Criteria for Consideration of Non Local Enrolment Applications

Criteria for considering and selecting amongst non-local enrolment applications will be made available to parents who are interested in enrolling their children on the school's website. The criteria for non-local applications, listed below, will be used by the school's placement panel to consider and establish an order of placement, so as to either offer a position at the school (local enrolment numbers permitting) or placement on a waiting list.

You may be required to complete an "out of area" application form.

Criteria (not listed in a priority order):

- Siblings currently attending Blacktown Girls High School
- Proximity or access to the school
- Medical reasons
- Structure and organisation of the school
- Access to single-sex education
- Compassionate or family circumstances

The Principal will ensure that the established criteria are applied equitably to all applications. Parents will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

Enrolment Cap and Enrolment Buffer

The school maintains an enrolment cap that has been centrally set based on available permanent accommodation and total numbers in each year group. Within the enrolment cap, a buffer of at least 8 will be maintained in each year group to accommodate local students arriving throughout the year. **Places in the buffer will not be offered to non-local students.**

Enrolment Panel

The enrolment panel will consider those matters presented on the application form and notes made by the Principal at the initial meeting and make recommendations on all non-local enrolment applications. The decisions made by the enrolment panel are made in accordance with criteria indicated in this document along within the context of the enrolment cap and the buffer retained for local students arriving later in the year.

The Year 7 enrolment panel will be formed soon after applications close. In most cases this will be at the end of March or early April. Successful students will be told if they are being accepted as a non-local enrolment. A waiting list may be developed.

Non Local Enrolment Procedures

Depending on current student numbers and assessment of non-local enrolment criteria it will be determined that the student be:

- Considered for enrolment or
- Advised to attend their local school or
- Placed onto the waiting list while they attend another school.

When parents/caregivers of non-local students wish to apply for enrolment at Blacktown Girls High School, they will be provided with a Request for Enrolment Form. This does not guarantee enrolment. The information provided will be assessed against the Criteria for Consideration of Non Local Enrolment Applications and students and parents/caregivers may be asked to an interview.

The Principal or representative will arrange an appointment as soon as possible. If the Criteria for Consideration of Non local Enrolment are met, the parents/caregivers will be provided with the enrolment package at the interview. If their application is unsuccessful and they are not invited to interview, they will be contacted by the Principal or their delegate and informed of their failure to meet DoE non local enrolment policy criteria and advised to attend their local school.

Required Documentation for Enrolment (see also page 2)

Every new enrolment must have:

- Original birth certificate or passport
- Proof of address: rates notice, rental agreement, paid utilities bill
- Notice of assessment from the Intensive English Centre (if recently arrived in Australia)
- Any student who is not an Australian or New Zealand citizen must have an appropriate residency visa or approval to enrol in accordance with the conditions set by the Department of Immigration and Citizenship
- Other relevant documents, such as Court Order, AVO, medical requirements e.g. ASCIA plan, etc
- In order to determine appropriate class placement, school reports including the most recent. If lost, arrangements need to be made by the parents/caregivers with the former school to have these posted/faxed/mailed so as to be able to present these to Blacktown Girls High School
- Other reports, including NAPLAN (if available) will similarly assist in class placement
- The name, position and telephone number of a contact staff member from their former school(a preferred person of recommendation)
- Completed *Application to Enrol in a NSW Government School* form (provided in the school enrolment package) and
- Clearance from the previous school must be completed before enrolment is finalised.

The Enrolment Process

- At the enrolment interview, the student's reports and other documents provided will be used as the basis for a discussion of appropriate class placement and subject selection. Selection of subjects will be subject to availability. The Principal will collect this information and any note made at the meeting will then be referred to the Enrolment Panel.
- School procedure and routines (outlined in the Information Pack provided) will be discussed at the enrolment interview
- The Principal will explain the DoE procedures which must be followed, including the completion of the Application to Enrol in a NSW Government School form and request for information from the previous school
- The Principal will send a Request for Information form to the student's previous school to check on any history of violent behaviour or learning support needs. If necessary, a Risk Management Plan will be prepared and discussed at the first available staff meeting, before enrolment is finalised
- If necessary, DoE personnel (student welfare, learning support) will be contacted regarding additional support required. Any health issues (e.g. anaphylaxis, diabetes) must be addressed by the development of a personal health care plan before enrolment and relevant documents e.g. ASCIA plan completed by a doctor, must be provided
- All forms must be returned to the School Administration Office and data entered before a timetable can be generated. In general, the enrolment process will require 2-3 days for completion (dependent on prompt return of information by the previous school)
- Administration staff will establish a file, check documents (eg. Transfer Certificate and Records Transfer) and update ERN and
- Purchase of school uniform.

Appeal and Review

All out-of-area enrolment applications will be considered on merit in accordance with the weighting of the admissions criteria listed above. Parents who wish to appeal the decision of the placement panel should do so to the Principal. This submission should present evidence to substantiate a claim that the stated criteria, above, has not been applied fairly and equitably.

If the matter is not resolved at the local level an appeal may be lodged in writing to the Director Educational Leadership, who will consider the appeal and make a determination.