



# BLACKTOWN GIRLS HIGH SCHOOL

*A Partially Selective Girls High School*

## Enrolment in Blacktown Girls High School from Year 6 into Year 7

Blacktown Girls High School's Enrolment Processes and Procedures have 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 20<sup>th</sup> December, 2018.

To enrol in our school for Year 7, you will need to complete "*Expression of Interest for Placement in Year 7 at a NSW Government Secondary School*" form. This is distributed to your child by their primary school. If you are not local to Blacktown Girls High, **you may be required to complete an "Out of Area" application form** and send to Blacktown Girls High School. If you need to complete this form, **you will be contacted by the school.**

- DoE Expression of Interest for Placement in Year 7 at a NSW Government Secondary School form.
- Out of Area Application form (where appropriate).

### **RATIONALE**

This school's local area is determined by the NSW Department of Education (DoE). In accordance with the *Education Reform Act 1990*, this school will seek to ensure that every eligible local child will have a place at Blacktown Girls High School if she chooses to enrol here. In an endeavour to create an optimum learning environment, Blacktown Girls High School has determined the following enrolment processes and procedures to ensure a learning environment which maximises learning opportunities for all students.

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.**

### **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 of residency for 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** - no additional points for additional documents
- A copy of the original documents is accepted
- All documents must be current (dated within the last 3 months)
- Personal references are not considered

<b>Document showing the full name of the child's parent</b>	<b>Points</b>
<p>1. Only one of (i.e. no additional points for additional documents)</p> <p>1. 1.1. Council rates notice</p> <p>2. 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt</p> <p>3. 1.3. Exchanged contract of sale with settlement to occur within the applicable school year</p>	40
<p>2. Any of the following</p> <p>1. 2.1. Private rental agreement for a period of at least 6 months</p> <p>2. 2.2. Centrelink payment statement showing home address</p> <p>3. 2.3. Electoral roll statement</p>	20 each
<p>3. Any of the following documents</p> <p>1. 3.1. Electricity or gas bill showing the service address*</p> <p>2. 3.2. Water bill showing the service address*</p> <p>3. 3.3. Telephone or internet bill showing the service address*</p> <p>4. 3.4. Drivers licence or government issued ID showing home address*</p> <p>5. 3.5. Home building or home contents insurance showing the service address</p> <p>6. 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address</p> <p>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.</p>	15 each

\* up to three months old

## **GENERAL PRINCIPLES**

Blacktown Girls High School's Enrolment Processes and Procedures have 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 20<sup>th</sup> December, 2018.

1. A student is considered to be enrolled when she is placed in the admission register of the school.
2. A student is considered to have ceased her enrolment when either the school is notified in writing of this by the parent/care-giver or when, after a significant period of non-attendance, no response is received to enquiries concerning attendance/enrolment.
3. A student will only be enrolled from another state school if she has a *Student Transfer Certificate*. Students continue to be enrolled until issued with a *Student Transfer Certificate* to another state school, or until enrolling in a non-government school, or until notification is given by care-givers of the cessation of the enrolment due to the student having reached an age where school attendance is no longer compulsory.
4. The school rejects any discrimination in enrolment on any grounds; including age, race, religion, ethnicity, sexual orientation or physical disability (provided that the school has sufficient support services to deal effectively with the particular disability).
5. Students wishing to enrol at the school in the following year will be required to complete an "*Application to Enrol in a NSW Government school*" form. It must be noted that until a completed application to enrol form has been **accepted** by the school, a child's enrolment at Blacktown Girls High School has not been finalised. If accepted, an official confirmation of enrolment will be sent to parents.

## **CRITERIA FOR NON-LOCAL APPLICANTS**

The school receives a large number of applications from non-local students, particularly for placement into Year 7. Usually, there will be an initial meeting with the Principal after which all non-local applicants will be considered for enrolment by an *Enrolment Panel* (for placement in Year 7 at the beginning of the following year). The school will accept non-local enrolments based on the following criteria (in no particular order). ***No single criterion will guarantee automatic placement.***

**Applications for placement into Year 7 of the following year. The criteria is as follows:**

- 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

## **APPLICATIONS FOR PLACEMENT IN OTHER CIRCUMSTANCES:**

- There are sufficient vacancies within the school's establishment cap to accommodate a student while still allowing for possible local enrolments.
- A student should be able to travel to and from the school in a way that is considered to be reasonable and will not impact on their social and/or academic progress.
- A student should be able to obtain appropriate subjects to allow continuity of study. Suitable subjects are available to allow a relevant continuity of study.
- A student has no history of violence or drug-abuse at the previous school, unless it can be demonstrated that appropriate skills have been learnt to manage these behaviours.
- A student must show an appropriateness of age for the school cohort.
- The school is able to offer adequate human and physical resources to meet the needs of the enrolling student. This will depend heavily upon the student's educational needs and the availability of support services. In some circumstances, the level of support required will make it necessary for the Principal to direct students to an alternative enrolment.

## **ENROLMENT PANEL**

As a general principle, all non-local enrolments will be considered by an Enrolment Panel. This panel will consist of the Deputy Principals, one parent representative from the BGHS P&C and a staff representative.

## **WAITING LISTS**

A waiting list may be established for non-local students seeking placement in Year 7.

If appropriate, Parents will be advised in writing if their child is to be placed on a waiting list. Waiting lists are current for one year only. **Students on waiting lists must be in full attendance at another school.** The list may be re-prioritised if the panel believes the additional enrolment more suitably fits the school criteria than applicants placed lower on the list.

## **APPEALS**

Where a parent wishes to appeal against the decision of the Enrolment Panel, the appeal should be made to the Principal. The school recognises that if the situation is not resolved at the local level, parents have a right of appeal to the School Education Director to make a determination. Such appeals would be successful only if the school has failed to follow its stated criteria, or has failed to observe any directions given in *"Implementation document for Enrolment of Students in NSW Government Schools: a Summary and Consolidation of Policy"*, updated 20<sup>th</sup> December, 2018.

## **TRANSFER APPLICATIONS**

Students from non-government schools, interstate or from overseas, will be enrolled at this school consistent with its policy. The Deputy Principal, in consultation with the Head Teacher – Wellbeing, school counsellor and other relevant specialist teachers, will determine the appropriate year and level of study for the enrolling student.

## **PART-TIME ENROLMENT**

Students are generally enrolled in the school on a full-time basis. In exceptional circumstances, however, part-time enrolments may occur. These circumstances might include:

- Students in Years 11 and 12 who choose the HSC Pathway Option to accumulate units towards their HSC over several years
- Students who undertake some of their studies external to the school
- Students with medical conditions enrolling or extenuating circumstances in distance education

## **ENROLMENT FORMS**

Caregivers/Parents are required to attend an interview at the school prior to any enrolment being considered (Year 7 the following year being excepted). Parents will be required to complete an “Application to Enrol in a NSW Government School”. It must be noted that until a completed application to enrol has been accepted by the school, a child’s enrolment at Blacktown Girls High School has not been finalised. Parents will be notified of the outcome of the enrolment process.

### **Enrolment of Students with Special Needs**

Enrolment of students with special learning needs will be undertaken in collaboration with parents, carers, school and DoE personnel to consider the full range of options available to meet the student’s learning needs and to take into consideration any risk management concerns.

Enrolment of students with disabilities will be considered after input from parents, input from the Learning Support Team, relevant school staff, district appropriate DEC staff and other professionals, in line with the policy, “*Enrolment of Children with Disabilities*” (**Memorandum 88/107**)

### **Enrolment of Non-Australian Citizens**

Non-Australian students must hold a visa, and may be enrolled under conditions set out in the booklet “*Conditions for Enrolment of Non Australian Citizens in NSW Government Schools.*”

<https://education.nsw.gov.au/policy-library/associated-documents/Enrolment-of-nonAustralian-citizens-procedures-and-eligibility-October-2016.pdf>

Temporary residents may be enrolled for the period specified on the visa. International students studying in NSW may enrol their school aged dependents.

Students on a Visitor’s Visa may enrol for a maximum of three months, but must arrange their enrolment through the:

*International Students Centre* (Inside Australia Ph:1300 300 229 Outside Australia Ph: 02 9244 5555 or Fax: 61 2 9893 6928). DoE approved Student Exchange organisations eg. Rotary Youth Exchange may also apply for enrolment as an exchange student.

### **Enrolment in Distance Education**

Distance Education can be provided for students whose special circumstances prevent them from attending school on a regular basis. Single subject programs are provided for students in subjects not offered at the school. Strict special conditions apply to these enrolments. Refer “*Distance Education: Categories and Procedural Guidelines for Enrolment.*”

<https://education.nsw.gov.au/policy-library/associated-documents/de-enrolproc.pdf>

### **Short Term and Part Time Attendance**

For a variety of reasons a student may be enrolled for a short time at school. The student will remain enrolled at the home school and the host school will send a record of attendance to the home school at the end of the stay or at the end of each term. When a student is attending a specialised program at another school, such as classes for behaviour or emotional disorder or a hospital school, he/she will remain enrolled at the home school.

**REGISTER OF ENROLMENT** The school's *Register of Enrolment* will be centrally maintained.