



ENROLMENT POLICY

Rationale

This policy is informed by, and should be read in conjunction with the *Enrolment of Students in NSW Government Schools* policy, located on the Department's website: <https://policies.education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

Outcomes

- Clear and transparent procedures used to establish enrolment.
- Meet our legal obligation to ensure every eligible child a right to enrol at Ambarvale High School if they live in our designated intake area.
- Make clear to our community the procedures and criteria used to establish Out of Area (OOA) Enrolments.

Enrolment

The Department of Education establishes an enrolment cap for schools. Schools should not exceed this number of enrolments and are required to carefully manage enrolments to ensure vacancies for local students.

The Department of Education also establishes a 'buffer' zone (5% of cap) and schools must cease OOA enrolments when student numbers approach or enter the buffer zone.

Students, up to the age of 17, who live within the local intake for Ambarvale High School are entitled to enrol. Parents will be required to complete the attached 100-point residential address check to confirm the student lives within the intake area.

When student numbers are well below the buffer and cap, schools may consider requests for OOA enrolments. If the school intends to consider an OOA enrolment, we will make contact with the in-area school to discuss the context and educational considerations regarding such an enrolment prior to meeting with the family.

OOA Placement Panel

The school will convene a panel to consider all OOA enrolment requests. The panel will consist of:

- Deputy Principal
- Year Adviser
- Parent representative (invited where practical)

OOA Enrolment Criteria

The following will be used to guide Year 7 – 11 enrolment decisions:

- Siblings already enrolled here at school.
- Exceptional and compelling circumstances.

The school reserves the right to decline an OOA sibling enrolment if the panel forms the view that such an enrolment would not be in the best interest of either child.

Successful OOA applicants will be contacted by phone to arrange an enrolment interview with a member of the senior executive.

Unsuccessful OOA applicants will also be contacted by phone to outline the reason/s why the application was declined and to provide information about the Department's appeal process. This information can also be provided in written form by request.

Waiting Lists

Waiting lists for OOA enrolments will be established as required. Parents will be advised in writing. Any waiting list that is formed will be current for one school year only.

Appeals

Appeals should be made in writing to the Principal. All attempts will be made to resolve the matter at a local level. If this is not possible, the matter will be escalated to the Director Educational Leadership.

Evaluation

This policy is reviewed annually.

RESIDENTIAL ADDRESS CHECK

To determine a child's eligibility to enrol in the school as a local intake student, the 100-point residential address check will need to be completed by the parent.

DOCUMENT SHOWING THE FULL NAME OF THE CHILD'S PARENT	POINTS
<p>1. ONE of the following</p> <ul style="list-style-type: none"> a. Council rates notice b. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt c. Exchanged contract of sale with settlement to occur within the applicable school year <p><i>Please note: no additional points will be allocated for additional documents from this section</i></p>	40
<p>2. ANY of the following:</p> <ul style="list-style-type: none"> a. Private rental agreement for a period of at least 6 months b. Centrelink payment statement showing home address c. Electoral roll statement 	20 each
<p>3. ANY of the following documents:</p> <ul style="list-style-type: none"> a. Electricity or gas bill showing the service address* b. Water bill showing the service address* c. Telephone or internet bill showing the service address* d. Driver's license or government-issued ID showing home address* e. Home building or home contents insurance showing the service address f. Motor vehicle registration or compulsory third party insurance policy showing home address g. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this <p><i>*Up to 3 months old</i></p>	15 each

Please note: 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 false documentation.