

The Education Act 1990 provides the key principles that govern the enrolment of students in NSW Government schools. <https://www.legislation.nsw.gov.au/#/view/act/1990/8/full>

Engadine High School recognises and follows the procedures outlined in policy ***Enrolment of Students in NSW Government Schools PD/2002/0006/V02***

<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

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).

Families can check if they reside within the intake area for Engadine High School by visiting the NSW Public School Finder website <https://my.education.nsw.gov.au/school-finder>

Families will be asked to complete the 100-point residential address check to verify that the student being presented for enrolment lives with the intake area. A list of approved documents for the residential address check is attached and available from the department's website

<https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/Residential-address-check.pdf>

In accordance with the Education Reform Act 1990 Engadine High School will ensure that every eligible local child will have a place, if he or she chooses to enrol.

An enrolment interview is required for applicants in Years 8-12 with the Deputy Principal to discuss the school's values, educational philosophy, the student's learning needs, student history, extra-curricular programs and school organisation. Student health care needs and learning support plans will also be discussed. An enrolment date will not be determined until consultation with the applicant's previous school has been completed.

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).

NON-LOCAL APPLICANTS

Students residing outside of Engadine High School's designated intake area may be considered for enrolment depending on available space in the year group and dependent upon the school's enrolment cap and local enrolment buffer.

Selection for Engadine High School does not depend upon student ability, performance or achievement. Decisions regarding non-local offers of placement will be made across all criteria. **No single criterion will guarantee selection.**

Non-local Selection Criteria

- Siblings currently enrolled at Engadine High School.
- Compassionate, medical or family circumstances.
- Resources that Engadine High School can offer your child to further develop their existing skills and interests.
- Subjects or interest areas available at Engadine High School.

Engadine High School receives a large number of applications from non-local students, particularly for placement into Year 7. All non-local applicants will be considered for enrolment, only after local enrolments are confirmed. For Year 7 an Enrolment Panel will determine applications based on the above criteria. For other years the Principal or a nominee will determine applications.

An enrolment interview is required for applicants in Years 8-12 with the Deputy Principal to discuss the school's values, educational philosophy, the student's learning needs, student history, extra-curricular programs and school organisation. Student health care needs and learning support plans will also be discussed. An enrolment date will not be determined until consultation with the applicant's previous school has been completed.

APPEALS

Where a parent wishes to appeal against the decision of the Principal/Placement Panel, the appeal should be made in writing 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 ***Enrolment of Students in NSW Government Schools PD/2002/0006/V02***
<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

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 and extenuating circumstances enrolling in distance education Refer *Distance Education Enrolment Procedures* <https://education.nsw.gov.au/content/dam/main-education/teaching-and-learning/curriculum/media/documents/de-enrolproc.pdf>

ENGADINE HIGH SCHOOL SUPPORT UNIT

NSW Department of Education Miranda Office is responsible for determining all placements for the Engadine High School Support Unit, Ph. 9531 3900

ENROLMENT OF NON-AUSTRALIAN CITIZENS

Non Australian students must hold a visa, and may be enrolled under conditions set out in the booklet *Enrolment of non-Australian Citizens Procedures and eligibility*.

<https://policies.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 Visa may enroll for a maximum of three months. Enrolments must be made through International Student Program (ISP) or Temporary Residents Program (TRP) on +61 1300 300 229.

DoE approved Student Exchange organisations Eg. Rotary Youth Exchange may also apply for enrolment as an exchange student.

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"> 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year 	40
2. Any of the following <ul style="list-style-type: none"> 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement 	20 each
3. Any of the following documents <ul style="list-style-type: none"> 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 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

More information

Contact your local school or visit <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>