



CRESTWOOD HIGH SCHOOL

ENROLMENT POLICY

Rationale:

This school's local area is determined by the Department of School Education and Communities – Western Sydney Region (DEC).

In accordance with the Education Reform Act 1990 this school will seek to ensure that every eligible local child will have a place at Crestwood High School if he or she chooses to enrol here.

Local Enrolment

A local enrolment is a student whose permanent residence is situated within the designated local enrolment or catchment area.

a) Applicants residing in the local catchment area **and** attending Crestwood Public School (in our local catchment area) are required to submit 100 Point Identification of Residential Address along with their *Expression of Interest – Placement in Year 7 in a Government School* form. These documents are to be submitted to Crestwood Public School and will be forwarded to the high school. Applicants attending Crestwood Public School but not residing in the local catchment area will be considered for placement in Year 7 via Placement Panel Procedures for non- local enrolment applications.

b) Applicants residing in the school's designated local area but not attending a government school should complete and submit the form Application to Enrol in a NSW Government School. This form is available at <https://www.det.nsw.edu.au/languagesupport/documents/enrol/application.htm>. This form may be submitted to the school at any time throughout the course of the year.

c) The school will seek evidence demonstrating local resident status through the provision of current original documents (please see page 2: *100 Point Identification of Residential Address*)

d) Visa status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).

e) Guardianship arrangements for enrolling students will need to be confirmed with the school by the student's parents.

Enrolment Ceiling and Enrolment Buffer

Crestwood High School maintains an enrolment ceiling, based on available permanent accommodation and total numbers in each year group. Within the enrolment ceiling, a buffer of at least 10 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.

100 POINT IDENTIFICATION

RESIDENTIAL ADDRESS

To process your application we require documentation to verify your residential address.

General Guidelines:

- All documents MUST be in the name of the legal parent/carer
- At least ONE Category A document is required
- A photocopy of original documents is accepted after the original documents are sighted by an enrolment officer. Documents printed off the internet will not be accepted.
- All documents must be current (dated within the last 3 months)
- Personal references are not considered.

POINTS	DOCUMENTATION
Category A 50 points	<ul style="list-style-type: none">• Electricity Bill• Gas Bill• Water Rates• Telephone (not mobile) bill• Land rates• Proof of purchase of residential property• Current lease – (must be 12 months lease)• Centrelink
Category B 30 points	<ul style="list-style-type: none">• Motor Vehicle Registration/Insurance• Bank Account• Mobile phone Account• Superannuation documents• Life Insurance documents• Medical accounts

Non-local enrolment for Year 7

All year 7 non-local applications to enrol should be supported by a 'Portfolio of Evidence' to be submitted to the Placement Panel. This portfolio should contain copies of the following:

- Year 5 school reports (both semester 1 and 2)
- Year 5 Naplan results
- Letter to support application stating reasons for application to Crestwood HS, outlining student achievements, involvement in school life, cultural achievements, sporting achievements and any compassionate circumstances.
- Copies of awards and certificates from year 4 onwards.
- Proof of primary place of residence by providing 100 points of identification. (please see page 2: *100 Point Identification of Residential Address*)
- Any other documentation to support the application.

Portfolios are to be returned to the Primary School with the 'expression of interest' application form by the due date.

Placement Panel for non-local enrolment applications for Year 7

The Placement Panel considers and makes recommendations on all non-local enrolment applications and convenes at times when demand for non-local places exceeds availability. It comprises;

- Principal (or delegate) - Chair
- Deputy Principal of incoming Year 7
- The incoming Year 7 Student Adviser and/or Assistant Student Adviser

The Principal has the casting vote.

Responsibilities of the Placement Panel

- To consider non-local applications for enrolment in Year 7 according to the criteria established by the School Council.
- To decide the applicants who will be made offers of enrolment for Year 7, those placed on the reserve list and those who are unsuccessful.

The development of the criteria for enrolment of non-local students is the responsibility of the Placement Panel.

Criteria for Non-local Enrolment Applications

Criteria for selecting amongst non-local enrolment applications will be made available, in advance, to parents who are interested in enrolling their children.

The placement criteria for non-local applicants listed below will be used by the panel to establish an order of placement, so as to either offer a position at the school (when local enrolment numbers permit) or placement on a waiting list.

Criteria (not listed in a priority order):

- curriculum offerings of CHS to extend the special aptitudes of students
- civic and citizenship achievements
- sporting achievements
- cultural achievements
- proximity and access to the school
- compassionate circumstances
- siblings already enrolled at the school
- safety and supervision of the student (or sibling) before and after school
- availability of subjects or combinations of subjects to suit the needs/talents of students
- attendance at feeder primary schools in local area

The Principal will ensure that the established criteria are applied equitably to all applicants.

Enrolment into other years at Crestwood High School

A local enrolment is a student whose permanent residence is situated within the designated local enrolment or catchment area.

Non-local applications for Years 8 to 12 will be considered by the Principal or delegate at the time of application.

Required documentation for entry:

Every new enrolment must have:

- Proof of primary place of residence by providing 100 points of identification. (please see page 2: *100 Point Identification of Residential Address*)
- Original birth certificate, or passport
- School reports, including the most recent. If lost, arrangements need to be made by the parents/carers with the former school to have these posted/ faxed/emailed prior to the enrolment interview.
- Other supporting reports/awards/certificates eg NAPLAN (copies), Principal's award
- Completed *Application to enrol in a NSW Government school* form (provided in the school enrolment package).
- Clearance forms from the previous school must be provided **before** enrolment is finalised.
- Other relevant documents, such as Court Order, AVO, Health Care Plan etc

The Enrolment Process if an interview is required.

- 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 then use the school form to check with HT Secondary Studies regarding class placement for junior students.
- School procedures and routines (outlined in the *Information Book* provided) will be discussed at the enrolment interview.
- 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 Multicultural Affairs (DIMA).
- The Enrolment Officer will explain the DET 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 Enrolment Officer will send the Request for Information form to the student's previous school for a background check for behavior and specific learning needs. The Enrolment Officer will contact non-government schools directly to check on any such history. If the previous school is in another state, the appropriate forms will be sent and must be returned before enrolment can be finalised. If necessary, a Risk Management Plan will be prepared and discussed at the first available staff meeting, **before enrolment is finalised.**
- If necessary, DET personnel (student welfare, learning support) will be contacted regarding additional support required. Any health issues (eg anaphylaxis, diabetes) must be addressed by the development of a personal health care plan before enrolment.
- 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 2-5 days for completion (dependent on prompt return of information by previous schools).
- SASS staff will establish a file, check documents and up-date ERN and student files.
- Students are placed into a home room group.

The First Day at School

- The student must be in full school uniform (adhering to the Crestwood HS uniform policy) and prepared with equipment to commence classes.
- The Enrolment Officer will inform the Year Coordinator and HT Secondary Studies of the student's starting date. The Year Coordinator will meet the student at the Front Office and arrange for another student to show her/him around the school.
- The Deputy Principal will ensure that any known issues are referred to the Year Adviser and, if necessary, the Learning Support Team, Careers Adviser, STLA, Counsellor or Welfare Team, so that students can be provided with appropriate support.

Enrolment of Students with special needs

- **Enrolment of students with special needs**
Enrolment of students with special learning needs will be undertaken in collaboration with parents, carers, school and appropriate DEC personnel to consider the full range of options to

meet the students learning needs. Note placement in our Support Unit classes is managed by the WSR Student Services placement panel.

Enrolment of students with disabilities will be considered after input from parents, school staff, appropriate DEC personnel 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”.

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.

- **Short Term and Part Time Attendance**

For a variety of reasons a student may be enrolled for a short time at school. The students 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.