



## ENROLMENT POLICY

---

### **Rationale:**

The Crestwood High School local catchment area is determined by the NSW Department of Education. 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. Students who do not live within the local catchment area may apply for enrolment subject to place availability in the relevant year group.

### **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 a government school 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 the primary school and they will be forwarded to Crestwood High school.
- b) Applicants residing in the school's designated local catchment 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://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/enrolment-application> This form may be submitted to the school at any time throughout the course of the year.
- c) The school will seek evidence of 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 or legal guardian.

## **Enrolment Cap and Enrolment Buffer**

Crestwood High School maintains an enrolment cap, based on available permanent class room accommodation and total numbers of students in each year group. Within the enrolment cap, a buffer of at least 10 places will be created 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**

Under the Education Act 1990, the Principal may require proof of residence to their satisfaction in order to establish a child's entitlement as a local enrolment to a school. The following 100 point residential address check will be used to determine this:

#### **General Guidelines:**

- All documents MUST be in the name of the legal parent/legal guardian
- Only ONE Category A document is accepted.
- 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.
- Utility documents must be current (dated within the last 3 months)
- Personal references are not considered.

	<b>DOCUMENTATION</b>	<b>POINTS</b>
<b>Category A</b>	Only one of the following permitted in this category: <ul style="list-style-type: none"><li>• A lease agreement through a <b>registered real estate agent</b> for a minimum of 12 months including a bond receipt from the Department of Fair Trading.</li><li>• An exchanged contract of sale with settlement to occur within the applicable school year</li><li>• Mortgage documents for the local residential address</li></ul>	40 points/each
<b>Category B</b>	The following documents must be issued within the last 3 months: <ul style="list-style-type: none"><li>• Electricity or gas bill showing the service address</li><li>• Water bill showing the service address</li><li>• Telephone or internet bill showing the service address</li><li>• Home contents insurance for the residential address</li><li>• Motor vehicle insurance showing the residential address</li></ul>	20 points/each

## NON-LOCAL ENROLMENT FOR YEAR 7

For enrolment applications the school requires:

- 2 most recent school reports
- A copy of student/birth certificate or passport
- Most recent NAPLAN report
- Optional: Any documentation that may support the application for enrolment

### **Placement Panel for non-local enrolment applications**

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 of:

- Deputy Principal - Chair
- The incoming Year 7 Student Adviser and/or Assistant Student Adviser
- Head Teacher Welfare
- Community representative (preferably without a child enrolled at the school) endorsed by the P&C and subject to availability.

### **Responsibilities of the Placement Panel**

A placement panel is formed to:

- consider non-local applications for enrolment in Year 7 according to the criteria
- decide which applicants will be made offers of enrolment for Year 7 and the order of placement of those placed on the reserve list.

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

### **Criteria for Non-local Enrolment Applications**

The criteria for offer of placement for non-local applications listed below will be used by the placement panel to establish an order of placement offer and/or placement order on a waiting list.

The following criteria is not listed in any order of priority or weighting:

- Sibling(s) currently attending Crestwood High School in Years 7-11.
- Close proximity to the catchment boundary.
- Enrolment at a local 'feeder' primary school.
- Compassionate circumstances that cannot be addressed at the applicant's local school
- Availability and access to subjects/programs that specifically supports the needs of the applicant.

## YEAR 8 – 12 ENROLMENT

### **Enrolment requirements:**

- Original birth certificate, or passport for sighting
- Photo identification of the parent/guardian
- Two most recent school reports. If they cannot be located then arrangements will need to be made by the parents/legal guardians with the former school to have these posted/ faxed/emailed prior to the enrolment interview.
- 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 to support enrolment such as Court Order, AVO.

### **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 student learning needs such as appropriate class placement and subject selection.
- 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 Dept. of Education 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 information for behavior and specific learning needs. The Enrolment Officer will contact non-government schools directly gain relevant information to support the enrolment. If the previous school is in another state, the appropriate forms will be sent to the previous school and must be returned before enrolment can be finalised. If necessary, a Risk Management Plan will be discussed and prepared at the first available welfare meeting, **before enrolment can be finalised.**
- If necessary, Dept. of Education personnel will be contacted regarding additional support required. Any health issues must be addressed by the development of a personal health care plan before the enrolment can proceed.
- 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 which is dependent on the prompt return of the required information and documentation. SASS staff will establish a file and check documents (e.g. Transfer Certificate and Records Transfer) and up-date ERN and student files.
- Students are placed into a roll call group.

## The First Day at School

- The student must be in full Crestwood High School uniform and prepared with equipment to commence classes.
- The Enrolment Officer will inform the Year Coordinator and Head Teacher-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, legal guardians, school and appropriate Dept. of Education personnel to consider the full range of options to meet the students learning and wellbeing 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 Dept. of Education personnel and other professional 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. 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.