

## Enrolment Procedures

### School Policy and Procedures

#### **In 2021, the ceiling for student numbers are set at:**

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- Year 7 - 160 students Buffer 8
- Year 8 - 160 students Buffer 8
- Year 9 - 150 students Buffer 7
- Year 10 - 150 students Buffer 7
- Year 11 - 150 students Buffer 7
- Year 12 - 150 students Buffer 7

A buffer of 5% is kept on all years, to ensure that during the school year there are places available for students who move in to the intake area determined by the Department of Education. The School Enrolment cap is 860 students.

**All Out of Intake Area applications are considered by a panel consisting of senior executive staff member(s), a school administration staff member, and a school community member, against the Selection Criteria which includes:**

1. Currently enrolled sibling
2. Preference for single sex schooling
3. Proximity to school
4. Evidence of commitment to school ethos and specific programs offered at this school
5. Student welfare or compassionate circumstances

#### **Prospective Year 7 Students**

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**Year 6 students who are enrolled in a public school should apply through their primary school. Expressions of Interest are issued by Primary Principals in March each year. Students in private schools should apply directly to the CGHS school office. Offers of enrolment will generally be made in mid Term 2 for the following year.**

#### **Enrolment in Year 7**

**In Year 7, intake is based on and in accordance with Department of Education guidelines:**

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1. Local enrolment (live within boundaries)
2. Out of Intake Area Application ( as per selection criteria above)

**View the Canterbury Girls High In Area Map to determine whether you live within the boundaries for this school. Please also check with your local primary school if you are unsure of your designated high school. Out of Intake Area applications go before a panel. Members of the panel must declare conflict of interests and may not be involved in decisions where they have a conflict. PLEASE NOTE:-**

- First round offers are made in May and all unsuccessful candidates are placed on a waiting list. The Year 7 waiting list is current for 12 months.
- Out of Intake Area places are only made if physical space in classes exists and the cohort buffer or school cap has not been met.

**PLEASE SEE ENROLMENT INSTRUCTIONS FOR ALL STUDENTS ON PAGE 2-3 in regard to RESIDENTIAL Address Check**

**Enrolments into Years 8 -12** The correct procedure for all enrolment in all other Years is to apply to the school directly. All In area enrolments have an enrolment interview with the Principal or Deputy Principal to meet the prospective student, determine best class placement and review any documentation from their previous school. If the application is successful, enrolment forms and support documentation will be provided and a starting date set. **in Years 8-12 area placed on waiting lists each year and in September -November interviewed, then offered places if:**

- **physical space in classes exists and the cohort buffer has not been met**
- **The Out of Intake Area applications meets the Selection Criteria( see page 1)**

**Enrolment Instructions for all Families Year 7-12:**

**1. Australian citizen or permanent resident\* residing within the local drawing area:**

**(a) Complete the DoE “Application to Enrol in a NSW Government School” form**

**(b) Return form to the school with copies of documents to prove you meet the Residential Address Check .**

**These documents must be provided before an application will be considered. See Below:**

June 2019

## **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 summarized 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).

## CGHS Enrolment Policy and Procedure

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) 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 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

## Reviewed November 2020

3. Any of the following documents	15 each
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.	

\* up to three months old

## Student documentation to be provided to the school:

- Last 2 school reports, translated into English
- Birth Certificate/ Passport and Visa if applicable
- NAPLAN Results from most recent year, ie in Year 7- Year 5 results, in Year 8 – Yr 7 results
- Documentation relating to additional student needs, if relevant.

## PLEASE NOTE

1. Completion of the initial application to enrolment form does not automatically guarantee enrolment
2. The applicants given address is understood to be the point from which they leave in the morning and the destination in the afternoon
3. If false or misleading information, any decision made as a result of the application may be changed in terms of claims of Local enrolment.
4. For out of intake applications the school will notify applicants of their application. (This may take up to five working days to allow time to verify and check the application)
5. If successful, the school will contact applicants to arrange an interview time (may take up to five working days)
6. Interview between parent/caregiver and student with Principal/ Deputy Principal to finalise enrolment. A school starting date will be confirmed at this time.

## Temporary Visa Holders\*

(a) Contact 1300 300 229

(b) Following the issue of an Authority to enrol form, follow the procedures outlined in '1' above. If first time entry to an Australian School - Students from a non-English Speaking Background country are required to have their English tested via Intensive English Centre (IEC). The IEC will assess their English ability and determine if the student can apply to a high school or remain at the IEC for further learning.

## International Students

(a) Contact and apply to International Students Centre on

1300 302 456,

(b) Following the issue of an Authority to Enrol form, follow the procedures outlined in '1' above.

**Students from Intensive English Centres**

(a) Enrolments are usually at the beginning of Terms 1, 2 and 3.

(b) The majority of IECs send students for a School Experience. During this time – follow steps in '1' above.