



Macarthur Girls High School

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STUDENT ENROLMENT POLICY

Rationale

This document provides information for the community and direction for school personnel on the entitlements, requirements and procedures for the enrolment of students in government schools in New South Wales. It is a summary statement which draws on a variety of other Department of Education documents which are identified in the text. Individuals requiring more detailed information should refer to the documents or the directorates indicated.

Legislative Context

The government school system in New South Wales exists to provide high quality education for all students. The Education Reform Act 1990 (amended 2018) outlines the objects of education and the legal requirements for compulsory schooling. In brief, the legislation requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

General Principles Governing Enrolment

- A student is considered to be enrolled when an application to enroll is certified as accepted by the Principal and the student is placed on the enrolment register.
- A student should be enrolled in one school only at any given time.
- Children are 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.
- Parents may apply to enrol their child in the school of their choice.
- School local areas are designated by the Secretary of the NSW Department of Education
- An enrolment ceiling is set centrally; nominating the number of students that can be enrolled in the school.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- The policy and criteria should be expressed in plain English, and in community languages where necessary.

It should be made clear what consideration will be given to each of the criteria. In addition to these general principles, there are particular criteria for enrolment in some schools including selective high schools, some specialist high schools, Intensive English Centres, and for some students including international students and students with special learning needs.

The decision on where to enroll a student, and with what level of support, will depend on a number of factors, including a student's educational needs, the expressed desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

Discrimination in Enrolment

In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

The current Department of Education policy is available at the following link:

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

School Policy

It is a requirement that all students be enrolled in a suitably registered schooling environment from ages 6 – 17 years, unless exemptions and/or exceptions are provided.

Macarthur GHS will offer an enrolment opportunity to all students who wish to become part of the Macarthur GHS community. Acceptance of an application to enroll will be based on the meeting of a range of Departmental and school specific criteria.

An application to enroll does not automatically guarantee enrolment at the school. Macarthur GHS is different from many other schools as students who reside in the designated intake area are also in-area for one other of the local NSW Department of Education schools. Therefore, all students within our designated area are in-area for two local high schools. If Macarthur GHS has no spaces left for an in-area student, as it has reached the centrally determined enrolment ceiling for that year, the student will need to enroll at their other local high school, unless the Principal is directed by the Director of Educational Leadership.

From 2020, students who do not reside within the designated in-take area, will only be considered if the school has not reached the centrally determined enrolment buffer level for that year.

Please note: enrolment processes for year 7 2020 are excluded under the signed agreement between Principal and Director of Educational Leadership as the new DoE enrolment policy was not released until late June 2019.

Students who are enrolled at Macarthur GHS will be expected to meet the school's requirements for attendance, punctuality and uniform, which does not make allowance for transportation issues which exist beyond the school's in-take area.

Macarthur Girls High School will implement all aspects of the NSW Department of Education's new enrolment policy;

- Macarthur GHS will have an enrolment cap set centrally and a local enrolment buffer established by principal, and approved by the Director Educational Leadership.
- Macarthur GHS will work within its enrolment cap of 1060 with a 5% buffer. This relates to the number of students that can be enrolled based on its permanent accommodation.
- Macarthur GHS has negotiated with the Director of Educational Leadership and Executive Director of Metropolitan South that Year 7 cohorts will consist of 6 incoming classes only, beginning in 2021.
- If there are places available outside of the year 7 buffer, non-local applications will be accepted. The enrolment panel will give priority to siblings of existing students, where possible.
- Non-local enrolment applications will not be accepted at Macarthur GHS as the school is currently over their buffer or cap level for years 8-12, unless directed by the Director of Educational Leadership.
- Macarthur GHS will use the prescribed 100-point residential address check to confirm that the child being presented for enrolment resides within the school's intake area.

Outcomes

- Macarthur GHS will implement the NSW Department of Education's Enrolment of Students in NSW Government Schools Policy in an equitable and transparent manner; ensuring the gradual reduction of student numbers to be within the centrally identified enrolment cap without hindering the curriculum offerings and academic achievements attained by students at the school.

Related policies and guidelines include:

- [Enrol in a NSW Public School: Enrolment information and forms](#)
- [Distance Education Enrolment Procedures](#)
- [General Enrolment Procedures](#)
- [Proof of Identity and Residency Status](#)

Date of implementation: August 2019

Review before date: Sept 2021

ENROLMENT POLICY IMPLEMENTATION / PROCEDURES

General Procedures

1. The enrolment ceiling for Macarthur GHS is 1060 with a 5% buffer.
2. From Year 7 2021 onwards, Macarthur GHS will formulate 6 classes per year group with 171 students per cohort.
3. As per Macarthur GHS Student Enrolment Policy, all students who reside in the local in-take area are also in-area for one other of the local NSW Department of Education schools. If Macarthur GHS has no spaces left for an in-area student, as it has reached the centrally determined enrolment ceiling for that year, the student will need to enroll at their other local high school, unless the Principal is directed by the Director of Educational Leadership.
4. All enrolments depend not only on the enrolment ceiling but also the prescribed class sizes for subjects or courses. Once the school structure for classes and teachers is determined, placements will not be accepted if they were to generate demand for extra staff or create disruption to school routine.

Procedures for Years 8-12

Local enrolment applications will not be accepted at Macarthur GHS as the school is currently over their buffer or cap level for years 8-12, unless directed by the Director of Educational Leadership. As indicated in the MGHS Student Enrolment Policy, all students who reside in the local in-take area are also in-area for one other of the local NSW Department of Education schools.

Non-local enrolment applications will not be accepted at Macarthur GHS as the school is currently over their buffer or cap level for years 8-12, unless directed by the Director of Educational Leadership.

Procedures for Year 7 2020

Local enrolment applications will not be accepted at Macarthur GHS unless an offer was received by 31 July 2019, as the school is currently over their buffer or cap level for years 8-12, unless directed by the Director of Educational Leadership. As indicated in the MGHS Student Enrolment Policy, all students who reside in the local in-take area are also in-area for one other of the local NSW Department of Education schools.

After receipt of a placement offer, parents must complete the Application to Enrol forms by the given date, otherwise the offer of placement will be withdrawn.

Once the Application to Enrol Forms have been successfully completed, all parents must complete an online information tool to book and schedule a parent interview late in Term 3 (students are not required to attend the interviews). Before enrolment is confirmed. If the information tool and the interview are not scheduled by the given date, the offer of placement will be withdrawn. All parents must attend this 15-20 minute interview to successfully complete enrolment at Macarthur GHS.

Non-local enrolment applications will not be accepted at Macarthur GHS unless an offer was received by 31 July 2019, as the school is currently over their buffer or cap level unless directed by the Director of Educational Leadership.

Procedures for Year 7 (2021 onwards)

Local enrolment applications will be accepted at Macarthur GHS. All applicants must provide proof of residential address as per the 100 point identification check outlined in Appendix 1.

After receipt of a placement offer, parents must complete the Application to Enrol forms by the given date, otherwise the offer of placement will be withdrawn.

Once the Application to Enrol Forms have been successfully completed, all parents must complete an online information tool to book and schedule a parent interview late in Term 3 (students are not required to attend the interviews). Before enrolment is confirmed. If the information tool and the interview are not scheduled by the given date, the offer of placement will be withdrawn. All parents must attend this 15-20 minute interview to successfully complete enrolment at Macarthur GHS.

If the number of available enrolment places in year 7 are not filled by students from within our designated in-take area, the school will convene an enrolment placement panel. This panel will comprise of the Principal's delegate, the school enrolment coordinator and representatives appointed by the School Council. The panel will consider and make recommendations on all enrolment applications to the Principal.

Agreed Placement Criteria for applications will include:

- Siblings already enrolled at the school
- Structure and organization of the school
- Special interests and abilities
- Compassionate circumstances

Meeting the above criteria does not automatically guarantee placement at the school. The enrolment placement panel will determine the degree to which each application meets the Agreed Placement Criteria.

Applications must be in writing and on the correct departmental forms. The panel will consider only those matters presented on the application form.

Appeals may be made in writing to the Principal who will determine whether the stated criteria in the school policy have been applied fairly.

At Macarthur Girls High School, the following strategies will be implemented to deal with enrolments and enrolment applications

Applications will be accepted from all wishing to apply for enrolment at MGHS; noting changed enrolment policy and procedures from 2019 relating to enrolment cap and buffer level.

People

School staff have a responsibility to:

- Understand this policy and apply it consistently
- Provide timely and accurate information to parents/carers seeking to enrol their daughter/ward at MGHS
- Maintain confidentiality of information provided
- Provide the enrolment committee with accurate information regarding availability of spaces and other considerations from the school situation
- Not make enrolment offers unless authorized to by the principal or delegate

Students have a responsibility to:

- Seek enrolment only if prepared to attend Macarthur GHS
- Ensure family contact details are kept up-to-date
- On acceptance of enrolment, comply with the school's policies and behavioural expectations
- Meet attendance policy requirements

Parents and caregivers have a responsibility to:

- Provide completed documentation and notify the school of anything which may have an influence on the potential enrolment of their child/ren.
- Inform the school of any changes in details provided
- Provide supporting evidence/documentation when any change has occurred
- Inform the school should they wish to withdraw their application for enrolment

All members of the school community have the responsibility to:

- Respect the rights of enrolment by all students at the school
- Accept the decisions of the enrolment placement policy

Review, evaluation and reporting:

This policy is to be reviewed annually and updated as necessary, according to the findings of its application. There will be a reporting process as part of the annual report regarding total enrolment and the proportion of local/non-local students enrolled at MGHS



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100 POINT IDENTIFICATION RESIDENTIAL ADDRESS

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

- All documents **MUST** be in the name of the enrolling parent/carer
- **Original documents** must be presented together with a **Copy** for School records
- All documents must be current * (up to 3 months)

Student Name: _____

Document showing the full name of the child's parent	Points
<p>Only one of (no additional points for additional documents):</p> <ul style="list-style-type: none"> • Council Rates Notice • Lease Agreement through a registered real estate agent for a period of at least 12 months • Exchanged contract of sale with settlement to occur within the applicable school year 	40
<p>Any of the following:</p> <ul style="list-style-type: none"> • Centrelink payment statement showing home address* • Electoral roll statement 	20 each
<p>Any of the following documents:</p> <ul style="list-style-type: none"> • Electricity or gas bill showing the service address* • Water bill showing the service address* • Telephone or internet bill showing the service address* • Drivers licence* • Home building or home contents insurance showing the service address • Motor vehicle registration or compulsory third party insurance policy showing home address 	15 each