



Macarthur Girls High School

Enrolment Policy

1. The enrolment ceiling for Years 7 to 10 is 172. 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.
2. The placement panel will comprise the Principal or designate, the school enrolment coordinator and representatives appointed by the Principal. The panel will be chaired by the Principal or designate who will have a casting vote. The panel will consider and make recommendations on all enrolment applications.
3. Agreed Placement Criteria for applications will include:-
 - Special interests and abilities
 - Availability of subjects/Structure and organization of the school
 - Compassionate circumstances
 - Siblings already enrolled at the school

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

4. Applications must be in writing and on the correct departmental forms. The panel will consider only those matters presented on the application form.
5. Should the need arise, a waiting list will be established for placement in the school.
6. Appeals may be made in writing to the Principal who will determine whether the stated criteria in the school policy have been applied fairly.
7. All applicants must supply home, work and mobile numbers, where they exist, for both parents.
8. Students must be able, if requested, either to produce proof of Australian citizenship e.g. birth certificate; or, for students without Australian citizenship, to produce a current passport endorsed with a valid visa. The expiry date must be noted. Students on temporary visas must produce a current "Authority to Enrol" form from the Department of Education and Communities.

This school policy is based on the DEC *Procedures for Secondary School Enrolment* and forms part of the school Student Welfare Policy. It has been developed by staff and parents and ratified at P&C.

It must be read in conjunction with the DEC procedures. A copy of the DEC procedures are found on the DEC website www.det.nsw.edu.au

9. All applicants, local and non-local, must provide evidence of proof of residential address.
 - Local enrolments will be required to provide suitable proofs of address with their application illustrating a purchase contract for property or a current rental lease agreement including the rental bond lodgement advice **and** at least two (2) rental payment receipts from a registered Real Estate Agent. Documents which confirm your home address within our drawing area. You will be required to provide documents that add up to a minimum of 100 points. (Refer to the 100 Points Checklist.)
 - The school will not solely accept proof of address documentation pertaining to sub-letting of rental lease agreements and/or purchase contracts for property that is not in the name of the applicant. Statutory declarations regarding issues of sub-letting will not be accepted.
 - Should a family change their residential address so that they no longer reside in the school's designated area, the school reserves the right to ask them to transfer to a local school
 - In the event of exceptional circumstances regarding non-local and/or in area enrolments (ie where the lease or proof of purchase documentation is not in the name of the applicant) a non-local expression of interest form may be taken.

MACARTHUR GIRLS HIGH SCHOOL

100 Points Checklist

Document Type	Document	Points Value	Points Scored
50 Points	<ul style="list-style-type: none"> • Contract of Sale • Property Lease Agreement (Registered Real Estate Agent) with signed Privacy Release form for confirmation • Council Rates Notice 	50	
30 Points	<ul style="list-style-type: none"> • Electricity bill original mailed to home address 	30	
10 Points	<ul style="list-style-type: none"> • Utility Bills (e.g. Telephone, Gas, Water) • Electricity bill (electronic) • Superannuation Statement • Electoral Roll Registration • Bank Statements • Property Insurance Papers 	10	
5 Points	<ul style="list-style-type: none"> • Electricity Agreement Schedules • Statutory Declarations • Private Rental Agreement or failure to provide consent for release of information without Privacy Release form 	5	