



Carlingford High School Enrolment Policy (updated Sept 2019)

Carlingford High School is a high performing and well regarded co-educational, comprehensive high school. Our record of success over fifty years is, in part, testimony to the support of parents and families in the local community. This policy has been developed with the agreement of the Principal and after consultation with the school community and Director Educational Leadership. The policy is reviewed each year by the school's enrolment panel in line with current Department Policy and expectations.

Procedures

Any new enrolment must first provide proof of residence and be confirmed by the school as having either local or non-local status.

Applicants must submit the following:-

1. Australian citizens or permanent residents residing WITHIN the local catchment area:-

Applicants residing in the school's designated local area should complete and submit the form "[Application to enrol in a NSW Government School](#)". Additionally, applicants will be required to supply:-

- a) Evidence demonstrating local resident status through a 100 points checklist and the provision of current original documents. Please note:
 - Property ownership or tenancy documents must be in the name of the applicant's parent.
 - A lease will be considered valid when the school has sighted the original Department of Fair Trading Rental Bond Lodgement receipt.
 - In the case of a tenancy agreement, it is the school's expectation that families demonstrate a commitment to the local area residence through provision of a tenancy agreement of at least 6 months or more.
 - The Principal can also ask parents for a statutory declaration from the "landlord" confirming the stated arrangements.
 - Utility account statements (e.g. electricity, gas) must display the name and local address of the applicant's parent.
 - If you currently hold a long-term lease of more than 6 months, Carlingford High School will need to sight the most recent rental receipt from the Real Estate Agent to prove that you are still in residence at the enrolment application address.
- b) Proof of identity and evidence of a student's residential status including sighting original documents including birth certificate, passport and visa.
- c) Copies of school reports for the past 12 months and NAPLAN reports.

- d) All other original documents as listed on the Department's 'application to enrol' form including full disclosure of all medical conditions, family law or court order documents

2. Australian citizens or permanent residents residing OUTSIDE the local catchment area:-

Parents or caregivers living outside the school's designated local area may apply to enrol their child(ren) at the school. These are referred to as out of area or non-local applications.

Places for non-local places applicants will be considered if the following conditions prevail:-

- i) The total enrolment of the school is below the school's identified cap
- ii) Within the school's identified cap there is a sufficient enrolment buffer left to accommodate possible new local enrolments throughout the school year.

Non-local applicants should complete and submit the form *Carlingford High School Application for non-local enrolment* (see Appendix A of this document).

Applications from prospective students will be considered by the School Placement Panel, which will consist of either the Principal or a Deputy Principal, a staff member and a P&C representative.

Non-local enrolment applications will be considered with reference to each applicant's residential address and the following criteria:

1. Siblings already enrolled at the school (priority given) see note below *
2. Dire compassionate circumstances verified by a government agency or service such as Department of Community Services, Area Health Service, or Courts
3. Study of a course offering or combination of offerings unavailable at another school
4. Medical reasons
5. Proximity and access to the school

Please note: Satisfying one or more of the above criteria does not guarantee enrolment including sibling status. * Where a local student has moved residential address following initial enrolment, or was enrolled as a non-local student, families do not have an entitlement to enrol siblings at the school. Offers of enrolment to non-local applicants may only be made when places are available ie only if the school has not reached its enrolment buffer or cap. The local enrolment buffer is a fixed number of student places within the enrolment cap set aside for local students who enrol throughout the year. These places may not be offered to non-local enrolments unless required by the Director Educational Leadership. The enrolment cap is centrally set by the Department and is based on the school's permanent accommodation.

Non-local applicants who are made offers of enrolment will be required to complete and submit the form "Application to enrol in a NSW Government school" prior to their enrolment being finalised and the commencement of attendance at school.

Waiting lists for each academic year may be established in the event vacancies become available for non-local applicants during the current intake period only. The waiting list is determined by the enrolment panel.

3. Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly. If the principal is not on the enrolment panel, the principal will consider the appeal and make a determination. The parent will be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.

4. Temporary residents visa

Temporary residents may be enrolled at a school if the school can accommodate the enrolment. If a school is at capacity, temporary residents must be referred to the next available school/s with capacity.

Please contact: **1300 300 229**. Following being issued with an Authority to Enrol, follow the normal procedures outlined above for Australian Residence enrolment. Visa Status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Australian Government (Temporary Resident Visa Unit).

5. International Students

- a) International fee-paying students can apply for enrolment at this school in accordance with the International students' enrolment programs.
- b) Applications must be made using the NSW Government Schools International Student Application Form through the International Students Centre, **1300 302 456**. The Centre is responsible for the verification of status of these students.
- c) The school will consider these applications in light of the availability of places.

6. False or Misleading Enrolment Information or Practices:

The "Application to Enrol in a NSW Government School" form requires the applicant to declare the information provided is correct. **It also makes it clear the provision of false information can result in the enrolment being reversed.** Any decision to reverse an enrolment needs to take into account the special circumstances of the matter. This includes determining if the student was an 'out of area enrolment'.

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence, which has a penalty of up to 2 years imprisonment [Section 307B of the Crimes Act 1900].

7. **Guardianship** arrangements for enrolling students will need to be confirmed on a case by case basis with the school by the student.

APPENDIX 1

Carlingford High School Application for non-local enrolment

Student Information

Family Name: _____ Date of Birth: __/__/__

Given Name(s): _____ Gender: _____

Address: _____

Suburb: _____ Home Phone: _____

Postcode: _____ Work Phone: _____

Mobile Phone: _____

Parent/carer name: _____

Relationship to student: _____

Current school: _____ Current
scholastic year (K-12): _____

Non-local school placement request

Proposed scholastic year (K-12): _____ Proposed date for enrolment: __/__/__

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria, and attach supporting documentation:

Signature of parent/carer: _____

Date: __/__/__

School use only

Date received: __/__/__ Places available: _____

Parents advised on: __/__/__

Designated local school: _____

Notes: _____

