



Enrolment Policy and Procedures James Busby High School

Purpose:

To create a process that ensures consistent and transparent procedures for the enrolment of students into James Busby High School.

GUIDING PRINCIPLES:

- 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 seek* to enrol their child in the school of their choice.
- School local areas are determined by the Department of Education and through a process involving consultation between senior DoE Properties personnel and the Director.
- The primary criteria for acceptance of non-local enrolment will include the availability of appropriate staff and permanent classroom accommodation. Additional staff and accommodation should not be determined by non-local enrolments.

<https://education.nsw.gov.au/going-to-a-public-school/enrolment/high-school-enrolment>

Enrolment Ceiling and Enrolment Buffer

James Busby High School has an enrolment ceiling based on available permanent classroom accommodation. All non-local applications will be considered.

Each year, the school maintains an enrolment buffer to cater for anticipated local demand, including **enrolments from an IEC** and new families who move into the local enrolment area.

In 2019 student numbers (including the buffer) will be set at:

Year 7 -	125 students
Year 8 -	125 students
Year 9 -	125 students
Year 10 -	125 students
Year 11 -	100 students

Year 12 - 100 students

Enrolment Process

Year 6 into Year 7:

Parents of a Year 6 student currently attending a NSW government primary school who wish to apply for Year 7 in the following year will be provided with an enrolment form from their primary school which needs to be returned to the primary school. Parents of a Year 6 student in a non-government school must contact James Busby High School directly for further information.

Year 7 to Year 12:

Parents of a student in Year 7 to Year 12 who wish to be considered for enrolment must contact the school on 96077766 to arrange an enrolment interview.

Local Enrolments:

The local enrolment area is determined by the NSW Department of Education and may be amended from time to time. A map of the local enrolment area is included below.

The exact boundaries and street names can be checked with the school. Local enrolments are only available for children who reside **permanently** within our local enrolment area. Living with friends or relatives **is not** considered a permanent change of address for enrolment purposes. The Principal may request additional documentation to verify residency.

Note, residency refers to the address of the legal guardian with whom the child lives for the majority of the time. It does not refer to another member of the family, such as a grandparent, relative or a family friend.

Non-local Enrolments:

The criteria for the enrolment of non-local students are written by the enrolment panel. The primary criteria include the availability of appropriate staff and permanent classroom accommodation. Applications will only be considered if **special circumstances** apply. Special circumstances **may** include the following (please note that this is not an exhaustive list):

- The need for a gender balance in the relevant year group;
- Evidence of talents and abilities that support the ethos and special programs of the school (as determined by the enrolment panel);
- Availability of subjects or combinations of subjects;

- The child has siblings already enrolled in mainstream (this does not include the support unit);
- The child has a parent who is a staff member at the school;
- Overseas fee paying student (as approved by the NSW Department of Education) as assessed on a case by case basis with reference to the local residence of the child.

The principal will ensure that the above criteria are applied equitably to all applicants. The criteria will be applied in a **holistic manner**. There is **no implied order created by the above criteria**. In applying these criteria to individual cases, the enrolment panel will consider matters presented in writing only and will not consider oral submissions.

It is important for parents to note that:

- A child with a sibling enrolled at the school **does not** have an automatic right to enrolment;
- A child who attends a partner primary school **does not** have an automatic right to enrolment.

Enrolment placement panel:

The Placement Panel will meet to consider and make recommendations on the potential enrolment of all non-local enrolment applications. For complex enrolment applications, which may involve contact with other agencies, the Principal, chair of the WH&S committee and the School Counsellor will meet to consider any information related to a possible WH&S risk associated with the enrolment. Where necessary, the Principal will seek further advice from Educational Services, the Senior Psychologist and any other agencies involved with the student seeking enrolment.

Documentation:

Required Identification for All Enrolments

Proof of Address – 2 original documents required as follows

If owner of property – Originals of:

- Council Rates Notice
- One of most current Electricity/Gas/Water Accounts

If renting – Originals of:

- Rental/Lease Agreement Contract
- One of most current Electricity/Gas/Water Accounts

If sharing a house and Proof of Address documents are not in your name we require:

- A Statutory Declaration from you stating you are living at the said address. Must be signed by a Justice of the Peace (JP)
- A Statutory Declaration from the owners of the property stating that they have agreed for you to live with them. Must be signed by a Justice of the Peace (JP)
- Two Proof of Address documents 'as above' in the owner/leasee name

If the prospective student is a relative or child in your care who has come to live with you, we also require:

- Official documentation regarding change of guardianship

Proof of Identity:

Students enrolling must produce one of the following documents:

- **Birth Certificate** – if the child and parent/s born in Australia or New Zealand.
- **Passport or Australian Citizenship** – if the child was born overseas and is an Australian Citizen.
- **Passport** (and visa if applicable) – if the child was born overseas and not Australian citizen.

*If a child was born in Australia and both parents are born overseas, it is necessary to sight the child's passport **and** also the parents' passports.*

Note: Legal ramifications of providing false information in order to gain enrolment at a particular school

The school checks all documents and information provided to support enrolment.

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence under Section 307B of the *Crimes Act 1900* and carries a penalty of up to two (2) years imprisonment, \$22,000 fine or both.

If a person provides a statutory Declaration he or she knows to be false, for the purposes of gaining entry to a school, he or she commits an offence under Section 25A of the *Oaths Act 1900* which carries a penalty of seven (7) years imprisonment.

Note: All applicants MUST also include TWO previous school reports.

Enrolment of Temporary Residents:

The temporary resident visa allows for the enrolment on a temporary basis of school

aged students in a New South Wales government school. Enrolment is only for the period specified on the visa. The student must present with a dependant and student visa.

Exchange Students:

Exchange students may enrol in NSW high schools for a period of one to twelve months on student visas. Their enrolment is arranged with the principal by the exchange organisation prior to their arrival. Enrolment is at the discretion of the Principal.

Visitor Visas:

Visitor Visas include business visitors, medical treatment visitors and tourists. A student on a visitor visa may be able to enrol for a maximum period of three months which cannot be extended. Students on visitor visas must arrange their enrolment through the Department's International. Enrolment is at the discretion of the Principal.

For all enquiries regarding overseas students:

Website: <http://www.decinternational.nsw.edu.au>

Phone: 02 8289 4777

Appeals:

A decision made by the enrolment panel not to accept an enrolment application may be appealed to the principal. An appeal must be in writing. In accordance with the *Enrolment of Students in Government Schools* policy from the NSW Department of Education, a review may be conducted by the Ringrose Area Office (88484900).

Refusing Enrolments:

In accordance with the *Enhanced Enrolment Procedures* of the NSW Department of Education, principals may refuse the enrolment of a student on the grounds of previously documented violent behaviour.

These procedures may also apply to applicants who have demonstrated non-serious attempts at the Record of School Achievement (Year 10), Preliminary Course (Year 11) or Higher School Certificate (Year 12).

Enrolment in the Support Unit:

Special education students are enrolled by the NSW Department of Education according to a number of policies and procedures, as applied by an external committee. The enrolment panel does not make any decisions in relation to the enrolment of special education students.