



Arthur Phillip High School

## ENROLMENT POLICY

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## Rationale

This document is the policy for the enrolment of Students at Arthur Phillip High School and provides information for the community on the requirements and procedures for enrolling students at Arthur Phillip High School.

This school's local area is determined by the NSW Department of Education – Metropolitan South.

In accordance with the Education Reform Act 1990 this school will seek to ensure that every eligible local child will have a place at Arthur Phillip High School if he or she chooses to enrol here.

## Principles

### Designated Local Area

This school's local area is determined by the NSW Department of Education – Metropolitan South. The secretary of the Department of Education designates local intake areas as developed in consultation with the principal, school community and the Director, Educational Leadership.

The school finder tool <https://education.nsw.gov.au/school-finder> provides information about the school intake area to assist in determining local enrolment areas. These areas identified in School Finder will be reviewed periodically and may be amended. If families move out of the Arthur Phillip School catchment area it is recommended families seek enrolment in their local school.

### Enrolment Cap

An enrolment cap for a school is established centrally, based on available permanent accommodation. Demountable classrooms are not usually counted towards the enrolment cap unless new or replacement accommodation is under construction. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local enrolments retained otherwise.

## Enrolment Buffer

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. The size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area.

The size of the local enrolment buffer is set locally by the Principal and approved by the Director, Educational Leadership. It is reviewed annually and set in time for assessing applications for the following year's enrolment intake. Places in the local enrolment buffer are not to be offered to out-of-area students.

## Enrolment Protocols

### Local Enrolments

A local enrolment is a student whose permanent residence is situated within the designated local area. Please refer to the Department of Education School Finder tool located at <https://education.nsw.gov.au/school-finder>

### Enrolment Applications

Parents seeking to enrol their child at Arthur Phillip High School are invited to complete an Expression of Interest (EOI) accessed through the school's website under the Enrolments tab. Principals can seek information they consider to be of assistance in determining if a student is a local enrolment.

### Enrolment Documentation

The EOI to enrol at Arthur Phillip High School may be emailed to the school at any time throughout the course of the year. Once a place of enrolment has been offered, parents will need to provide copies of their child's birth certificate or passport if the child was born overseas and up to date immunization record.

## Residential Address Check

The school will seek evidence demonstrating local permanent residence status through the provision of current original documents. Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, Principals may waive or vary the 100 point residential address check requirements when assessing a child's entitlement to enrol at the school. If this is to occur, Principals are required to seek the approval of the Director, Educational Leadership.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ul style="list-style-type: none"> <li>1.1. Council rates notice</li> <li>1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt</li> <li>1.3. Exchanged contract of sale with settlement to occur within the applicable school year</li> </ul>	40
2. Any of the following <ul style="list-style-type: none"> <li>2.1. Private rental agreement for a period of at least 6 months</li> <li>2.2. Centrelink payment statement showing home address</li> <li>2.3. Electoral roll statement</li> </ul>	20 each
3. Any of the following documents <ul style="list-style-type: none"> <li>3.1. Electricity or gas bill showing the service address*</li> <li>3.2. Water bill showing the service address*</li> <li>3.3. Telephone or internet bill showing the service address*</li> <li>3.4. Drivers licence or government issued ID showing home address*</li> <li>3.5. Home building or home contents insurance showing the service address</li> <li>3.6. Motor vehicle registration or compulsory third party insurance policy showing home address</li> <li>3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this</li> </ul>	15 each

\* up to three months old

## Non-Local Enrolments

A non-local enrolment is a student whose permanent residence is beyond the designated local area. Parents or carers living outside the school's designated local area may apply to enrol their child at the school by completing the Expression of Interest (EOI) to enrol, which is available through the school's website under the Enrolments tab. The EOI to enrol, is developed by the school and requires the applicant to address the selection criteria and provide supporting documentation.

Non-local enrolment applicants are considered by the Enrolment Coordinator and the Enrolment Panel with reference to each applicant's residential address and the non-local enrolment criteria. The panel will ensure the policy is administrated equitably and in accordance with the DoE policy and the school's non-local enrolment criteria:

- The applicant's commitment to contribute positively to the APHS school community
- Availability of subjects or combinations of subjects to suit the needs/talents of the applicant
- Curriculum offerings at APHS

Please Note: satisfying one or more of these criteria does not guarantee enrolment.

Non-local enrolments should complete and submit the EOI to enrol which is available through the school's website under the Enrolment tab. EOIs should be addressed to the Principal for consideration by the Enrolment Panel. 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 the enrolment being finalised.

## Temporary Residents

Temporary residents must submit an application to the Temporary Residents Program to enrol in a NSW Government School. 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.

## Enrolment Panel

The composition of the Enrolment Panel is determined locally and will consist of one executive staff member to chair the panel, the Enrolment Officer, a staff member who is selected through merit selection or EOI interview process and one School Administrative Staff (SAS) member nominated by the principal. It is preferable that the Principal is not the executive member on the Enrolment Panel so appeals in the first instance can be considered by the Principal.

The panel considers non-local enrolment applications in a timely manner. In considering applications, the panel assess only the information and supporting documentation presented on the EOI to enrol which is available through the school's website under the Enrolments tab.

The decision made by the Enrolment Panel must take into account the enrolment cap and the buffer retained for local enrolments arriving later in the year. The panel records all decisions and keeps minutes of meetings which are available on request by the Principal and Director, Educational Leadership.

The chairperson ensures that the established criteria are applied equitably to all applicants. The school will notify parents/carers of the outcome.

## 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 equitably. As the Principal is not on the Enrolment Panel, the Principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership.

The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is the Director, Educational Leadership.

## Waiting List

**Year 6 into 7 applications:** A waiting list may be established for non-local students. Where no non-local places are available a waiting list of 15 students will be established by the Enrolment Panel. This list will be current until the end of Week 2, Term 1 of Year 7 to avoid undue disruption to the child's transition to high school. Parents/carers will be advised by email if their child has been placed on a waiting list and their position on the list.