

These procedures were last updated **Aug 2019** to reflect the department's revised *Enrolment of Students in NSW Government Schools* policy.

Rationale

This document provides information to applicants interested in enrolment at Eagle Vale High School.

Aim

To continue to meet legislative obligations to provide local students an enrolment place at Eagle Vale High School.

General Principles

- A student is considered to be enrolled when he or she is placed on the enrolment register of Eagle Vale High School;
- A student should be enrolled in one school only at any given time;
- Parents may seek to enrol their child in the school of their choice, however are *entitled* to enrol their child at the local high school within the designated intake area of which the child is eligible to attend;
- The designated intake area for Eagle Vale High School can be found here at the School Finder tool: <https://education.nsw.gov.au/school-finder/index> ;
- Students who are local and non-local are welcome to apply for enrolment at Eagle Vale High School, subject to these procedures;
- The residential address will determine the allocated in-area school for each child;
- The prescribed **100-point residential address** check will be used to confirm that the student seeking enrolment lives within the school's intake area;
- The school has a centrally set **enrolment cap** based on permanent accommodation. Within the enrolment cap, an **enrolment buffer** may be maintained in each year group to accommodate local area students arriving throughout the year. Places in the enrolment buffer will not be offered to non-local students;
- The school's **enrolment panel** will assess all non-local enrolment applications against the **selection criteria** specified in these Enrolment Procedures.
- The composition of the enrolment panel will consist of one executive staff member, at least one teaching staff member and one school community member.

Local Enrolment Procedures

Years 7 – 12

To apply for enrolment at Eagle Vale High School, parents/carers must present at the school administration office with:

- **Local Enrolment Enquiry** Form which can be found on the website: <https://eaglevale-h.schools.nsw.gov.au/>
- **Application to enrol in a NSW Government school** Form which can also be found on the website
- Current original documents demonstrating local resident status (**100-point Residential Address Check**)

A member of staff will get back to you as soon as possible to arrange an enrolment interview.

Year 6 into Year 7

Year 6 students currently enrolled in a local NSW Government primary school, who intend on enrolling into Year 7 at Eagle Vale High School, must complete the **Expression of Interest** Form and return it to their primary school for processing. **This is due in March of the Year 6 school year.** The primary schools will forward the *Expression of Interest* forms to our school in order for us to determine how many classes will need to be created in Year 7 in the following year.

Non-local Enrolment Procedures

Years 7 – 12

To apply for non-local enrolment at Eagle Vale High School, parents/carers must present at the school administration office with:

- **Non-local Enrolment Enquiry Form** which can be found on the website: <https://eaglevale-h.schools.nsw.gov.au/>
- **Reasons** for your application for non-local enrolment based on the school's **selection criteria** (see below)
- **Application to enrol in a NSW Government school Form** which can also be found on the website
- Current original documents demonstrating residential status (**100-point Residential Address Check**)

If appropriate staff and classroom accommodation are available, then non-local enrolment applications will be considered using a range of criteria (see below).

The enrolment panel will review your application and get back to you as soon as possible.

Year 6 into Year 7

If you are seeking enrolment as a non-local student, complete the **Expression of Interest** Form to request placement at the Government school(s) of your choice. Please provide the reasons for seeking non-local placement at Eagle Vale High School by addressing the specific criteria (see below).

Criteria for Non-local Enrolment

Non-local enrolment applications must include a **written application** that addresses **one or more** of the following criteria:

- **Siblings:** other siblings already enrolled at the school
- **Curriculum:** availability of subjects and combinations of subjects
- **Compassionate:** case for supporting enrolment at the school

Waiting Lists

A waiting list may be established for non-local students. The waiting list is current for one school year.

Appeals

Where a parent wishes to appeal against the decision of the enrolment panel, the appeal should be made in writing to the Principal. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

If the matter is not resolved at the local level, the final level of appeal is to the Director, Educational Leadership.