

# Menai High School Enrolment Policy



## Local Enrolment Applications

Families must live within the Department of Education (DoE) local boundaries for Menai High School to be considered 'local students'. Families can check if they reside within the local boundaries for Menai High School by visiting the NSW Public School Finder website at the link below.

<https://my.education.nsw.gov.au/school-finder>

Families applying for local enrolment must firstly satisfy the DoE 100 point proof of residential address check. (Appendix 1)

Families are also required to provide a birth certificate or passport for the student.

International students must have current visa documents and an authority to enrol from DE International.

Applicants who provide false or misleading information on the application to enrol will have their enrolment revoked.

All students who can demonstrate that they reside within the Menai High School local intake area will be accepted at Menai High School unless:

- They do not meet the Australian residency/visa requirements in which case the enrolment must be negotiated through DE International and the Temporary Residents Program
- There is a demonstrated history that would suggest that the student presents an unacceptable level of risk of physical and / or psychological harm to members of the school community. In such cases the enrolment will be negotiated in consultation with the Director Educational Leadership

A local enrolment buffer is maintained each year to accommodate local applicants who may move into the local drawing area throughout the course of the school year.

An enrolment interview is required with the Deputy Principal for the year group concerned to discuss the school's values, educational philosophy, the student's learning needs and student history, extra-curricular programs and school organisation. Student health care needs and learning and support plans will also be discussed.

Once a student has been accepted, all forms will need to be completed and returned to the school and a school uniform purchased. A date for the commencement of the enrolment will be advised once proof of clearance from the previous school is provided.

An enrolment date will not be determined until consultation with the applicant's previous school has been completed.

## Non-local Enrolment Applications

Students residing outside of the DoE local boundaries for Menai High School may be considered for enrolment depending on available space in the year group concerned based on the school's enrolment cap and local enrolment buffer.

An enrolment interview is required with the Deputy Principal for the year group concerned to discuss the school's values, educational philosophy and other expectations, the student's learning needs and history, extra-curricular programs and school organisation.

Once a student has been accepted, all forms will need to be returned to the school and a school uniform purchased. *A date for the commencement of the enrolment will be advised once the proof of clearance from the previous school is provided.*

## **Year 7 Non-local Enrolment Policy and Procedures**

Non-local enrolment applications will be considered for year 7 when the school has capacity based on the school's enrolment cap and the local enrolment buffer for the year group. Priority will be given to siblings of currently enrolled students where possible.

The number of places available will vary from year to year and will be determined by the school's enrolment cap and local enrolment buffer. **There will be circumstances where non-local applications are unsuccessful due to the fact that the school does not have the capacity to accept the applicant.**

If the demand for non-local enrolment exceeds the number of places available below the enrolment buffer, the school's Non-local Enrolment Panel will consider and make decisions on all non-local enrolment applications against the non-local enrolment selection criteria.

The panel consists of members of the school senior executive, the Head Teacher Welfare and a parent representative nominated by the school Parents and Citizens Association.

The panel usually meets in Term 2 Week 3 to discuss and reconcile all applications into a unified rank order. Most applicants will likely satisfy most of the criteria to some degree. The panel will assess the degree to which each applicant meets the criteria, relative to all of the other non-local applications. It is therefore a competitive process and based on the evidence provided, applicants will be ranked to identify those selected for non-local enrolment, for placement on a waiting list or deemed unsuccessful. Applicants may provide supporting documentation that demonstrates how they meet the non-local enrolment selection criteria. In some cases additional information may be sought from the applicant to clarify their application.

### **Non-local Enrolment Selection Criteria**

**Selection for Menai High School does not depend upon student ability, performance or achievement. Decisions regarding non-local offers of placement will be made across all criteria. No single criterion will guarantee selection, however priority will be given to siblings of currently enrolled students where possible. The criteria below are listed in priority order.**

#### **Any non-local enrolment offer is dependent on:**

- Siblings currently enrolled at Menai High School
- Compassionate circumstances
- Commitment to learning and the Menai High School ethos
- Resources that Menai High School can offer the child to further develop their existing skills and interests
- Structure and organisation of the school
- Proximity and access to the school

Letters advising of the application outcome will be posted to parents by Term 2 Week 5. Panel members will not discuss applications or procedures with parents. A member of the senior executive who was not a member of the panel, will respond to parent enquiries and provide support with the appeals process if needed.

### **Appeals**

**Appeals must be lodged with the school before Friday of Term 2 Week 7. Appeals lodged after this time will not be considered.**

The Principal will manage, make a determination and respond to all appeals.

Appellants should provide new or more detailed information as to the basis of the appeal. The senior executive staff member will also respond to Miranda Education Office requests if appeals have been made directly to this office.

The Principal will consider all appeals in Term 2 Week 7 and will review the application and the decision made by the panel. Appeals will not be considered after this date. The progress and outcome of all appeals are communicated in a timely fashion to Miranda Education Office.

The process at Menai High School is thorough, exhaustive and fair to all applicants. The procedures are transparent, whilst upholding the confidentiality of each student's application and submitted documents.



## Menai High School

### **Checklist for Non-local Applications for Enrolment into Year 7, 2021**

Parents who live outside of the Menai High School drawing area and wish to make a non-local application for enrolment of their child for Year 7, 2021 at Menai High School will need to:

1. **COMPLETE: The Public Schools NSW Expression of Interest Form** – which is issued by your child's primary school. If you do not attend a government primary school you may obtain a form from Menai High School or the Department of Education - Miranda Office.
2. **COMPLETE: Section C** of this form – with **Menai High School as Choice 1, 2 or 3. (Only Choice 1 applications are considered during round 1)**
3. **SUPPLY: Supporting Documentation** Applicants are encouraged to provide supporting documentation of **up to 4 pages of evidence** that demonstrates how the applicant meets the non-local selection criteria listed on page 2 of this document. Applicants are also requested to attach a copy of your child's most recent **school report** (Do not send originals).  
**Selection for Menai High does not depend upon student ability, performance or achievement.**
4. **Return** your completed Expression of Interest form including additional supporting documentation by Friday 20<sup>th</sup> March 2020:
  - a) Direct to your **primary school**, if you attend a **government primary school**
  - b) Or direct to **Menai High School** if you attend a **non-government primary school**

#### **Non Government primary school applications should be addressed to:**

Menai High School - Mrs E Sayed-Rich, Deputy Principal  
PO Box 338, MENAI CENTRAL NSW 2234

**To be received** no later than the close of business on **Friday 20<sup>th</sup> March, 2020.**

Please **do not** send DVDs, Powerpoint presentations as the enrolment panel will not consider digital material. Please do not send original copies of certificates or documents as this material cannot be returned.

Menai High School has limited places available. **Historical enrolment data suggests that many non-local enrolment applications will be unsuccessful.** Whilst preference will be given to siblings of currently enrolled students, **there may be instances where siblings are not offered placement at the school** because the demand for non-local enrolment exceeds the available places below the enrolment buffer as determined by the school enrolment cap.

The Principal, has the discretion to cancel a non-local enrolment if the family has not provided an application to enrol or confirmed acceptance of the offer by the date indicated on the non-local placement offer.

Should you have any questions about your application please feel free to phone the school on (02) 9543 7000.

# Residential address check

## For the enrolment of students in NSW Government schools

Persons seeking to enrol a child in a NSW Government school may be required to show documents to establish the child's address

### Key principles

The *Education Act 1990* provides the key principles that govern the enrolment of students in NSW Government schools. Some of them are summarised below.

The parent of a child may enrol the child at any government school if the child is eligible to attend the school and the school can accommodate the child (section 34.1).

A child is 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 (section 34.2).

The principal may, for the purpose of establishing a child's eligibility to attend or entitlement to be enrolled at the school, require a person seeking to enrol the child at the school to provide proof, to the satisfaction of the principal, of the child's identity, date of birth and home address (section 34A.1).

In determining whether a child could be accommodated, the number of classrooms and other facilities may be considered (section 34.6).

The enrolment of a child who is not entitled to be enrolled at the school may be terminated if the child was enrolled as a result of false information or a false document provided (section 34A.4).

### Establishing the child's residential address

To determine a child's eligibility to attend or entitlement to enrol in the school, the principal may require documents to establish the child's address.

Generally, acceptable documents show the full name of the parent and address of the parent or carer with whom the child lives. However, any requests for proof of address must be reasonable in the circumstances.

Staff in schools abide by the Privacy and Personal Information Protection Act 1998 (NSW). Residential address information provided will be used to process applications for enrolment and associated purposes and the information will be stored securely.

### 100-point residential address check in some schools with a designated intake area

Schools that are above or near (i.e. the number of non-local enrolment applications received exceeds the number of enrolment places available outside the local enrolment buffer) their buffer level use the following 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

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

### More information

Contact your local school or visit  
<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>