



Menai High School

Checklist for Non-local Applications for Enrolment into Year 7, 2025

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, 2025 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 - Online – Enrolment year 6 to year 7 transition or the Departments 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 22nd March 2025:
 - 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 - Ms Ekbal Sayed-Rich, Deputy Principal
PO Box 338, MENAI CENTRAL NSW 2234

To be received no later than the close of business on **Friday 22nd March 2025**.

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.

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.