

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 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.