

Menai High School Enrolment Information Year 6 – Year 7

Year 7 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 <https://my.education.nsw.gov.au/school-finder>

Year 6 primary school students attending a government school will be asked to complete an online Expression of Interest (EOI) form, information regarding this will be provided from their primary school.

If the year 6 student attends a private or Catholic school, they are encouraged to complete an online local application to enrol. This can be completed from the Menai High School website under the Enrolment tab. <https://menai-h.schools.nsw.gov.au/>

Following completion of the Expression of Interest process, a local student's family will receive an offer of enrolment via email from Menai High School. From there you will be directed to complete the actual enrolment form.

Families applying for local enrolment must satisfy the DoE 100-point proof of residential address. (See examples on the information sheet provided in your Open Night Pack)

All families are also required to provide a copy of their child's birth certificate or current passport before the enrolment can be finalised.

International students must have current visa documents and an Authority to Enrol from DE International.

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.

Applicants who provide false or misleading information on their 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

Year 7 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 based on the school's enrolment cap and local enrolment buffer.

Year 6 primary school students attending a government school will be asked to complete an online Expression of Interest (EOI) form information regarding this will be provided by the primary school. Families will need to select Menai High School as their preferred non-local high school as 1 of 3 choices. (Only Choice 1 applications are considered during round 1)

If the year 6 student attends a private or Catholic school, families are encouraged to complete an online non-local (Out of Area) application to enrol. This can be completed from the Menai High School website under the Enrolment tab. <https://menai-h.schools.nsw.gov.au/>

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. Based on this information the number of places available for non-local applications will vary from year to year.

If the demand for non-local enrolment exceeds the number of places available, 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 selection criteria are listed on the next page)

However, priority will be given to siblings of currently enrolled students where possible.

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

The panel usually meets in Term 2, Week 3 to discuss and reconcile all non-local applications into a unified rank order. Most applicants will likely satisfy 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 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.

All non-local applications are required to provide a copy of the student's end of year school report from year 5 to assist with the out of area consideration and application process. The report can be emailed directly to the school menai-h.school@det.nsw.edu.au

Alternatively, bring a copy to the school front office to be attached to the application.

You may provide additional supporting documentation by way of a single page of information about the student and/or information that demonstrates how the applicant meets the non-local selection criteria listed can also be provided.

Year 7 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 emailed to parents in Term 2, Week 5, following completion of the selection panel process.

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 emailed or 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.

Checklist for Non-local Applications for Enrolment into Year 7, 2026

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, 2026 at Menai High School you will need to:

COMPLETE: The Public Schools NSW online Expression of Interest Form (EOI)

Information about this form will be provided by your child's government primary school. Alternatively, if your student does not attend a government primary school, you may complete an online non-local (Out of Area) application for Menai High School or obtain a paper application form from Menai High School. Alternatively go to the Department of Education website for information.

COMPLETE: Section C of the online Expression of Interest form with Menai High School as preference choice 1, 2 or 3. (Only Choice 1 applications are considered during round 1)

SUPPLY: Supporting Documentation

Families of non-local applications are required to provide a copy of the students end of year report from Year 5, by way of email or bring a copy of it to the school front office to be attached to the application.

Additional supporting documentation by way of a single page of information about the student and/or information that demonstrates how the applicant meets the non-local selection criteria listed can also be provided.

Selection for Menai High does not depend upon student ability, performance or achievement.

Complete and submit your Expression of Interest form online if you attend a government primary school.

Or complete and Out of Area application to Menai High School if you attend a Non-Government Primary School

Email or bring into school the additional supporting documentation by Friday 21st March 2025. Please **do not** send DVDs, Powerpoint presentations as the enrolment panel will not consider digital material. Please do not send original certificates or documents as this material cannot be returned.

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.