**Menai High School**



**Guidelines for Non Local Applications**

**for Enrolment into Year 7, 2020**

Parents who live outside of the Menai High drawing area and who are wishing to enrol their child into Year 7, 2020 at Menai High will need to:

1. **COMPLETE – DEC 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 Department of Education - Miranda Office.
2. **COMPLETE - Section C** of this form – with **Menai High School as Choice 1, 2 or 3. (Choice 1 applications are only considered during round 1)**
3. **SUPPLY - Supporting Documentation** A **covering letter** outlining “what you as a student can bring to Menai High School and what Menai High School can do for you”. Also please attach a copy of your child’s most recent **school report** (Do not send originals). Students may also attach **up to 2 additional pages of supporting evidence** that you consider to be relevant.
4. **Return** your completed Expression of Interest form including additional supporting documentation:
5. Direct to your **Primary School,**  if you attend a **Government Primary school**, by **Tuesday 19th** **March, 2019**
6. Or direct to **Menai High School** if you attend **a Non-Government Primary School, by Tuesday 19th March, 2019**

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

Menai High School - Mrs R Allen, Deputy Principal

PO Box 338, MENAI CENTRAL NSW 2234

**To be received** no later than the close of business on **Tuesday 19th March, 2019**.

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

Selection for Menai High does not depend upon academic results. Students whose application demonstrates that they are serious about their education, do not disrupt the learning of others and conduct themselves according to their school code of conduct will generally be the most successful applicants.

Unfortunately, Menai High has limited space and history suggests that not all Non-Local applications will be successful.

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 our 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 9543 7000. (Good Luck!)