

# Bungendore High School

## Enrolment Procedures

### Introduction

These procedures are based on the *Enrolment of Students in NSW Government Schools* policy and the *General Enrolment Procedures* implementation document for the Enrolment of Students in NSW Government Schools policy.

[Additional information for parents](#) is available to explain recent changes to the enrolment policy.

### Enrolment General

The following procedures are to ensure enrolment at Bungendore High School caters for the needs of students and is clearly understood by parents and the community.

Children are 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.

Bungendore High School makes a commitment to ensure all enrolment applications are considered in a timely manner, supporting all of the student's educational needs.

### Enrolment Ceilings

Enrolment ceilings will be maintained to accommodate local students seeking enrolment during the school year, with a buffer ranging from 5-10 places per academic year group.

In Years 11 -12, students will be enrolled contingent upon the school's ability to cater for their previous pattern of study within the school timetable. Students may be offered Distance Education for a single subject only. Class size restrictions of 24 students apply for all subjects.

### Local Enrolment Procedures

To determine if you reside within the local area, please enter your address into the [school finder](#) webpage, which will determine your local school.

1. Parents/carers make contact with the school to complete an enrolment enquiry form.
2. An "Application to enrol in a NSW Government School" form will be issued.
3. Bungendore High School will make contact with the student's former school to request information including health care, attendance and behavioural documentation. The school counsellor may contact the student's former school counsellor to request their student file. Provision of the most recent school reports will also assist with this process and enable us to place students in the most appropriate class and ensure relevant support. The exception to this is for Year 7 students who have applied for enrolment at the start of the school year, as this information will be collected from the primary schools.
4. All students and parents will complete an enrolment interview with a member of the school executive, once the application for enrolment form has been received. The school will contact you to arrange a suitable interview time for the student and at least one parent/caregiver to attend. The exception to this is for Year 7 students who have applied for enrolment at the start of the school year, as they will meet the relevant staff through the Transition Program.

5. Planning will take place, if required, to support the student's enrolment at the school. This may require a further meeting with the parent/carer, student, external care and/or service providers and professionals, school and DoE support staff
6. On the first day of enrolment, the new student will be issued with their timetable and will be accompanied by a fellow student mentor. Students must be in full school uniform.

## Enrolment Documentation

All parents must complete an enrolment application form. A hard copy can be collected from the school or you can [download an enrolment application form](#).

When you return your application form, you will also need to provide documentation for the 100-point residential address check (see table below for accepted documents), as well as a copy of the student's birth certificate or passport and their immunisation statement. In addition, if the student has a Health Care Plan this will also need to be provided to the school. If there are any court orders relating to the student, a copy of these should also be provided on enrolment.

A checklist has been included below to assist with the collection and provision of enrolment documentation.

### 100 Point Residential Address Check Information

Schools that are at or nearing their local enrolment buffer as calculated in accordance with sections 9.1 and 9.2 will use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ol 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> </ol>	40
2. Any of the following <ol 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> </ol>	20 each
3. Any of the following documents <ol 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> </ol>	15 each

\*up to three months old. \*\*that is current or has expired within the last 3 months.

### Enrolment Documentation Checklist

- Completed and signed application form
- 100 points of proof of residential address
- Birth certificate or passport
- Immunisation Statement
- Health Care Plan
- Court Orders

## Non-local enrolment procedures

Parents may choose to apply for non-local enrolment for their child at Bungendore High School. Applications will be considered against the criteria for non-local enrolment as outlined in this document. An enrolment panel will consider and make recommendations on non-local enrolment applications. The panel will include an executive staff member and a school community member.

The school will notify parents of the result of their application.

Non-local enrolment applications are only considered if Bungendore High School can accommodate the child below the set local enrolment buffer level. In determining whether the school can accommodate a child the principal considers:

- the child's age
- the resources of the school
- the existing number of permanent classrooms and other facilities at the school.
- the current number of students in relation to the local enrolment buffer level

To apply as a non-local enrolment, you must complete the Non-Local Enrolment Application form and address the non-local selection criteria.

### School criteria for non-local enrolment applications:

#### Priority is given for the following criteria:

- Siblings already enrolled at the school – where the applicant has an older or younger sibling already enrolled at the school.
- Availability of subjects or combination of subjects – where the local school is unable to meet the student's required pattern of study.
- Compassionate circumstances – where the student cannot enrol in their local school and needs to enrol in the non-local school on compassionate grounds.
- Specific medical and learning needs of the student.

#### Additional criteria that may be considered:

- Likelihood of student not enrolling in Public Education if unsuccessful.
- Proximity and access to the school with an emphasis on travel arrangements and student safety.

### Waiting List

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents will be advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list will reflect realistic expectations of potential vacancies.

### Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably.

The parent will be advised of the outcome of the appeal in writing.

# Bungendore High School

## Application for non-local enrolment

### Student Information:

Family Name		Given Name	
Date of Birth __/__/__	Gender:	Current School	
Address (include Suburb and Postcode):			
Home Phone		Mobile Phone	Current scholastic year (7-12)
Parent/Carer Name:			Relationship to student:

### Non-local school placement request:

Proposed scholastic year (7 -12): \_\_\_\_\_ For calendar year: \_\_\_\_\_

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria, and attach supporting documentation:

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Signature of parent/carers: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

### School use only

Local (zoned) school: \_\_\_\_\_  Checked

Date received: \_\_/\_\_/\_\_ Date parent advised of outcome: \_\_/\_\_/\_\_

Approved/Declined Principal's signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Notes: \_\_\_\_\_

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