



# Canley Vale High School

## Enrolment Guidelines

These guidelines have been developed in accordance with the NSW Department of Education Enrolment of Students in NSW Government Schools policy. These guidelines contain the general principles and procedures by which students will be enrolled at Canley Vale High School.

The government school system in New South Wales exists to provide high quality education for all students. The *Education Act 1990* outlines the objectives of education and the legal requirements for compulsory schooling.

### General Principles Governing Enrolment

- A student is considered to be enrolled when an application to enrol is certified as accepted by the Principal and the student is placed on the enrolment register.
- A student will be enrolled in one school only at any given time.
- Children are entitled to be enrolled at Canley Vale High School if the child is eligible to attend and if he/ she resides within the designated intake area.
- Parents may seek to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.
- School local intake areas are designated by the Secretary, NSW Department of Education so that all compulsory school-age children in the state will be eligible to attend a government school. A child is entitled to enrol at the local school that the student is eligible to attend if his or her home is within that school's intake area.
- All schools have been provided with an enrolment cap to cater for anticipated local demand and to ensure that every eligible local child has a place at the school if he/she chooses to attend it. An enrolment cap for a school is established centrally, based on available permanent accommodation. (Refer to Enrolment Cap section within these guidelines).
- The Enrolment of Students in NSW Government Schools policy states the grounds on which non-local enrolments will be accepted.  
<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>
- All non-local enrolments will be subject to consideration of the school's enrolment cap, enrolment buffer, and the school's non-local enrolment criteria.

### Discrimination

In accordance with anti-discrimination legislation, no student will be discriminated against including on the grounds of their race, religion, gender, age, ethnicity, language background, disability, caring responsibilities, sexual orientation, transgender status and marital or domestic status, when enrolling in NSW Government schools.

### Exemption from enrolment

A Certificate of Exemption from enrolment may be granted by the Secretary, Department of Education, Deputy Secretary or Executive Director, Schools Performance, if existing conditions make it necessary or desirable.

Secondary Principals may grant a Certificate of Exemption from enrolment for students who have completed Year 9 and are approved to undertake a full-time apprenticeship or traineeship. There are specific Exemption from School-Procedures, which include reasons for and conditions of an exemption.

## Transfer Applications

Students enrolling in Canley Vale High School outside of normal enrolment periods (e.g. other than when a student enrolls into Year 7 at the beginning of the school year) may have additional support needs. It is important that there is a transfer of enrolment information, to support the enrolment needs of the student. The student's parent or carer may be requested to provide information or documentation to facilitate any risk assessment or management, or management plans and proof of guardianship.

The Principal must seek relevant general school information about the student from the school the student was previously attending, and notify the school Counsellor of the enrolment. The school Counsellor must seek relevant information from the Counsellor of the previous school and take the action identified in section of the School Counsellor Manual. The Learning and Support Team should be provided with general school information obtained from the previous school. School Counsellors must provide the learning and support team with any relevant information obtained from a review of the counselling file. The Learning and Support Team and/or student Welfare Teams must assess the information obtained, identify needs and develop strategies to support the student, where required.

Information sharing guidance has been developed by the three education sectors in NSW. Enrolment information should be shared as soon as possible after a student applies to enrol in another school to ensure appropriate and timely support, including a risk assessment is carried out if required.

## Safety and wellbeing concerns in enrolment

The Department of Education has a duty of care to take reasonable steps to protect students from foreseeable risk of harm and to do what is reasonably practical to ensure the health and safety of students, staff and visitors to its sites.

To manage the concurrent legal requirements where there are safety, welfare or wellbeing concerns, it is reasonable that Principals obtain information relevant to assessing any risks arising from a student's previous behaviours. Collectively these concerns may include any issue concerning the health, safety, welfare or wellbeing of students and staff that may impact on school related activities. Where these concerns exist about prospective students they should only be enrolled when adequate safeguards and supports are in place.

For all enrolments, this includes consideration of whether there are **health and safety risks arising from a student's history of violent behaviour and/or safety, welfare or wellbeing concerns**, where the student is at risk of harm from a serious health condition, has a history of anti-social or extremist behaviour or has engaged or been subject to problematic or harmful sexualised behaviour.

To assist in this process, schools must send out a Student Background Information Request to previous schools, seeking information relevant to the assessment and management of risks posed to a student or by his or her behaviour to the student, other students and/or staff. This form is to be completed and, in government schools, signed by the Principal or executive from the previous school. If appropriate, a referral letter should be requested from the former school Counsellor to the new school Counsellor. Along with information from the enrolment form and other school documentation, this form will assist in identifying any issues or concerns that require follow up.

## Refusal of Enrolment

The Principal may refuse to enrol a student with documented violent behaviour when risk mitigation strategies or adjustments are not possible to manage the risk. This is subject to compliance with the requirement to conduct a risk assessment, in accordance with the management of health and safety risks posed to schools by a student's violent behaviour guidelines, and consultation with the Director, Educational Leadership. Any decision to refuse enrolment at a particular school should not be interpreted as a refusal to enrol in any government school or facility.

In most cases, schools will be able to develop the appropriate management plans and strategies to enrol the student without compromising the safety of other students or staff. While it is expected that the vast majority of enrolment applications will be accepted at the local level, the Secretary, Department of Education has the authority to direct the enrolment of a student at a particular school appropriate to the student's needs.

The Minister for Education may refuse the admission of a child to all or any government schools if the child has been expelled from any government school. (Refer to Suspension and Expulsion of School Students Procedures).

### **Non-Local Enrolment Guidelines**

- The Enrolment of Students in NSW Government Schools policy clarifies that the selection criteria for non-local enrolments will not include student ability, performance or achievement, and that priority should be given to siblings of currently enrolled students (where possible).
- The policy specifies that the Principal may determine appeals to applications for enrolment and adult enrolment that have been declined by enrolment panels, provided they are not part of the panel.
- When the NSW Department of Education makes changes to a local intake area which result in a family with a child currently enrolled and in attendance at the school as local students consequently residing outside the local intake area, the family will still be able to enrol siblings together at the school, regardless of whether the school is over the buffer or cap.
- All other applications for the enrolment of non-local students will only be considered in exceptional circumstances. The non-local selection criteria will be consistent with the General Principles Governing Enrolment stated above. Only specialist schools, for example sports or performing arts high schools, may include student ability, performance or achievement in the school's specialisation within the criteria for non-local enrolment.
- Non-local enrolment applications must include the "*Application to enrol in a NSW Government school*" and a "*Non-local Enrolment Application Form*". The "*Non-local Enrolment Application Form*" is developed by the school and requires the applicant to address the selection criteria and provide supporting documentation.

### **Enrolment Cap**

An enrolment cap for Canley Vale High School has been established centrally, based on available permanent accommodation. Demountable classrooms are not counted towards the enrolment cap unless new or replacement accommodation is under construction. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local enrolments retained otherwise.

**Canley Vale High School Enrolment cap:** 1240 students

**Canley Vale High School Enrolment buffer:** 0

As enrolments at Canley Vale High School currently exceed the enrolment cap and enrolment buffer, Non-local Enrolment Applications will only be considered in exceptional circumstances and in consultation with the Director, Educational Leadership.

### **Non-local Enrolment Selection Criteria**

The criteria for Non-Local Enrolment applications has been developed by the Principal after consultation with the school community and is available through the school's website to the school community and parents who are interested in enrolling their children.

Non-local Selection Criteria for Canley Vale High School includes consideration of the following:

- siblings already enrolled at the school
- proximity and access to the school
- medical reasons
- compassionate circumstances

## **Waiting Lists**

As the enrolment cap has been exceeded at Canley Vale High School, a waiting list will not be formed.

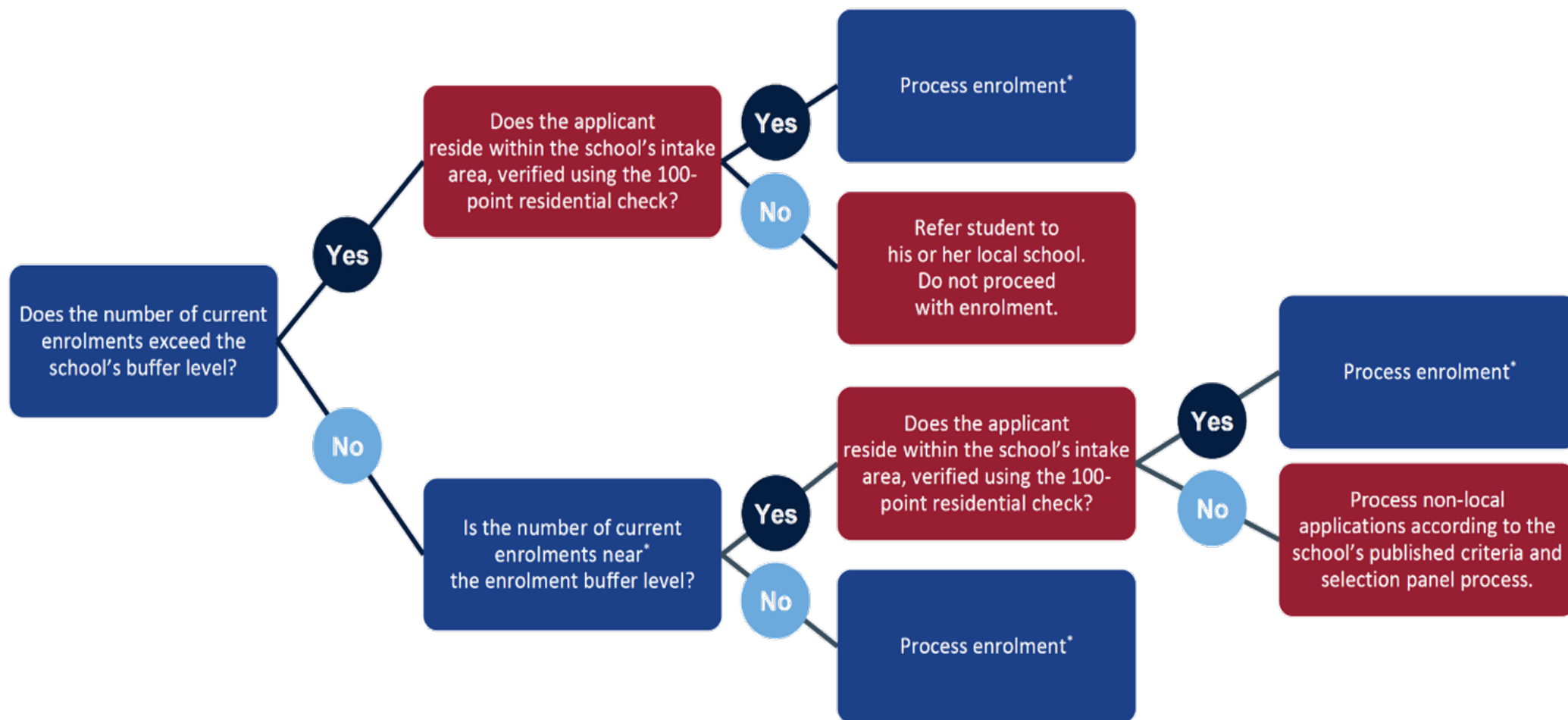
## **Appeals**

Where a parent wishes to appeal against the decision, the appeal should be made in writing to the Principal. Where required, the Principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will, in consultation with the Director, Educational Leadership, consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

## **Residential Address Check**

Where enrolments exceed the enrolment cap or buffer, a 100-point residential address check is required for all enrolments to ensure that students being presented for enrolment reside within the designated intake area. **See Appendix B**

## Enrolment application decisions – A summary



\*For more information, visit: <https://education.nsw.gov.au/policy-management-schools/media/documents/Decision-tree-Revised-enrolment-policy-2019.pdf>

# Appendix A – Non-Local Enrolment Application Form

## NON- LOCAL ENROLMENT APPLICATION AT A NSW GOVERNMENT SCHOOL



Please read the information and Privacy Statement on this page before completing this form.

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### Section A – Student information

Student's family name		Date of birth	____/____/____
Student's given name		Male	<input type="checkbox"/> Female <input type="checkbox"/>
Student's address			
Name of parent/carer			
Phone contact numbers	Work _____	Home _____	Mobile _____

### Section B - Non Local School Placement Request

Student's current school			
Designated local school			
Proposed date of enrolment		Proposed scholastic year (K-12)	

#### PRIVACY STATEMENT

The personal information provided on this form entitled is being collected for the purpose of coordinating potential enrolments applications in NSW Government Schools. It will be used by staff of the Department of Education for general student administration and communication and for other matters relating to the coordination of potential enrolment applications. The information provided on this form may be disclosed to other schools. While the provision of this information is voluntary, if you do not provide all or any of this information it may limit the Department's ability to promptly assist you in coordinating your child's future application for enrolment in a NSW government school. This information will be stored securely. You may access or correct any personal information provided by contacting the school.

This application, once submitted, will only be considered if determined by the Principal to meet grounds for enrolment under exceptional circumstances.

- For schools under the enrolment buffer this application will be reviewed by a Non Local Enrolment Placement Panel. The panel will consist of:
  - Member of the School Executive Staff- Assistant Principal
  - Teaching Staff Representative –Teacher
  - School Community Member – As nominated by the P&C
- For schools who have reached the enrolment buffer / cap, if the Principal deems an out of area placement application worthy of consideration under the provision of exceptional circumstances, the Principal will consult with the Director, Educational Leadership to review the application and make an enrolment decision.

If an offer of non-local enrolment is made due to exceptional circumstances, it relates to the child mentioned on the application only. An offer of enrolment, if made, does not include any current or future siblings.

Initial in box

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I acknowledge that I have read and understand the above information.

Signature of parent / carer \_\_\_\_\_ Date \_\_\_\_\_

### School Use Only

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Parents/ Carers advised on \_\_\_\_/\_\_\_\_/\_\_\_\_

Buffer reached	Yes	No
Cap reached	Yes	No
Place available	Yes	No

Notes


## NON-LOCAL ENROLMENT APPLICATION FORM

Reasons for non-local enrolment (Please address criteria)

Reasons: \_\_\_\_\_

SAMPLE

*If necessary, you may attach additional information in support of your request.*



## Appendix B – Residential Address Check

Document showing the full name of the child's parent	Points
<p>1. Only one of (i.e. no additional points for additional documents)</p> <p>1.1. Council rates notice</p> <p>1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt</p> <p>1.3. Exchanged contract of sale with settlement to occur within the applicable school year</p>	40
<p>2. Any of the following</p> <p>2.1. Private rental agreement for a period of at least 6 months</p> <p>2.2. Centrelink payment statement showing home address</p> <p>2.3. Electoral roll statement</p>	20 each
<p>3. Any of the following documents</p> <p>3.1. Electricity or gas bill showing the service address*</p> <p>3.2. Water bill showing the service address*</p> <p>3.3. Telephone or internet bill showing the service address*</p> <p>3.4. Drivers licence or government issued ID showing home address*</p> <p>3.5. Home building or home contents insurance showing the service address</p> <p>3.6. Motor vehicle registration or compulsory third party insurance policy showing home address</p> <p>3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.</p>	15 each

\* up to three months old