



# Cheltenham Girls' High School

Principal: Mrs S. Lawrence MEd Lead UNSW, Accredited Lead Teacher (NESA)

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## Cheltenham Girls High School Enrolment Policy

The enrolment policy has been developed in consultation and agreement with the Principal, Parents and Citizens Association and the Director Public Schools NSW. The policy has been formulated based on the current Department of Education Policy document, *Enrolment of Students in Government Schools (Last updated 7/8/20)*.

Cheltenham Girls High School has a designated local enrolment intake area. All girls residing in this area are eligible to attend Cheltenham Girls High School. All families outside the designated enrolment area must make a non-local enrolment application. Please refer to the program School Finder – NSW Public Schools for the Cheltenham Girls' High School enrolment area at <http://www.schools.nsw.edu.au/gotoschool/nswps-finder>

### Enrolment from Year 6 into Year 7

Girls enrolled in a NSW public school need to follow the procedures stated in the form *Moving into Year 7 in a New South Wales Government School*. This form is distributed by your local government primary school.

Girls enrolled in a non-government primary school seeking to enrol at Cheltenham Girls' High School will need to download the form from the Department of Education or refer to our school website <https://cheltenham-h.schools.nsw.gov.au/about-our-school/enrolment.html> for more information.

Non-local applications must apply using *Section C - Placement at Other Government Schools* on the form *Moving into Year 7 in a New South Wales Government School*. Applications will need to address the non-local enrolment criteria stated in this policy under the section titled **Non-Local Enrolment Years 7 to 12**.

### Local Enrolment Years 7 to 12

A local enrolment is a student who possesses the required documentary evidence that proves their permanent residence is located within the designated local enrolment intake area. All new enrolments must provide proof of residency through the documentary evidence required by this school. The Department of Education Director of Educational Learning has now declared Cheltenham Girls High School full to capacity. The Department of Education has therefore approved the school requirement requesting a 12 month residential agreement as proof of residential address. The school will seek evidence demonstrating local residence status through the provision of current original documents. It is the school's expectation that families demonstrate a commitment to a local area residence through property ownership or tenancy agreement of 12 months or more. 6 month and private residential tenancy agreements will not be accepted.

Temporary residents and International students must submit an application to the DE International to enrol in a NSW Government school in accordance with the *Enrolment of Non-Australian Citizens - Procedures and Eligibility*. Temporary residents may be enrolled at a school if the school can accommodate the enrolment. If a school is at capacity, temporary residents are to be referred to the next available school with capacity.

The Department of Education Director of Educational Leadership has now declared Cheltenham Girls' High School full to capacity. We are therefore unable to enrol any International students or temporary residents.

**1) CGHS Expression of Interest:** For enrolment consideration for current Year 7 to Year 12 students, please complete all sections of the **CGHS Expression of Interest for Enrolment (PDF 384KB)** and submit to the school with all initial documentation requested below:

- Official evidence of your Residential/Citizenship status in Australia, including Visa details
- Previous 12 months school reports including attendance details
- Evidence of the student's current residential address. Current Rates Notice OR current Lease Agreement for 12 months.

Please note: Incomplete submissions will not be reviewed until all information has been provided. Expression of Interest form and documentation will be reviewed by Enrolment Staff, and the applicant will be contacted once a decision has been made. If an enrolment interview is requested by the school, parents will be sent an enrolment package to complete prior to this.

**2) Enrolment Interview:** Parents and the student/s will be required to attend an interview with the Head Teacher Secondary Studies and/or Enrolment staff to proceed with submitting all required enrolment documentation.

Enrolment is based on the fact the parent has declared in the enrolment form that their daughter resides permanently in the schools designated enrolment area. The enrolment is conditional and is offered based on the residential details provided which indicates the student resides in the designated drawing area. Due to the pressures of significantly increased enrolments, school infrastructure at capacity and the requirement to retain spaces for local students, the school is not able to enrol students residing outside our designated drawing area.

Further, should the school determine after enrolment that a false address was provided on the Enrolment Form, the enrolment will cease and you will be required to enrol your daughter in her local high school. Factors the school may use when deciding whether an enrolment address was falsely provided include:

- The student moves out of the drawing area or the address becomes a non-local address within 12 months of the enrolment commencing;
- the student returns to a previous residential address that is outside the designated drawing area within a short period of time of the enrolment commencing; or
- it becomes known that the student regularly resides at an address outside of the drawing area.

Consideration may be given if there are exceptional and compelling circumstances that require a student to return to their previous residential address.

Enrolment documentation will need to be gathered prior to the enrolment interview and will include the following:

a) Enrolment Form and Legal Notification:

- Australian citizens or permanent residents residing within the local enrolment area must complete the form: *Application to Enrol in a NSW Government School*. The school will supply this.

b) Documents that confirm your home address within our enrolment intake area:

- Parents will be required to complete a 100 Point Residential Proof Checklist.
- These documents must be in the name of the enrolling parent/carer, for the current residential address and must be originals or certified true copies.
- All documents must be current. Lease agreements must be for a minimum of 12 months.
- In some circumstances additional documentation may be requested to support enrolment applications.
- Enrolment will not be offered until the school is satisfied of the student's current local residential status.
- NOTE: 6 month and private residential tenancy agreements will not be accepted.

c) Copies of school reports, if not already submitted, for at least the last 12 months. (Reports are not required for Year 7 applications).

d) Original Birth Certificate (+ photocopy) and Residency Status:

- If your child is not an Australian citizen, you will need to provide a current passport as well as a current visa. Students who are temporary visa holders must also provide a current Authority to Enrol (ATE). Contact the Temporary Residents Program\_ <http://www.decinternational.nsw.edu.au/study/schools/temporary-residents>

e) Documents that confirm medical conditions and medication experienced by the student and a current medical plan from a Specialist or General Practitioner:

- This includes Anaphylaxis, Asthma, Allergies and all serious medical conditions. The Department of Education requires all parents to provide full disclosure of all medical conditions. Serious medical conditions and appropriate documentation may require contact with the Head Teacher Welfare to discuss support.

Individual health care plans should include the individual health care plan cover sheet <https://education.nsw.gov.au/wellbeing-and-learning/health-and-physical-care/health-care-procedures/individual-planning#Individual1>

(Please note: the Department of Education requires all students with Anaphylaxis to carry their up to date Epipen auto-injector and current ASCIA Anaphylaxis Personal Medical Plan with them at all times at school. The plan should be wrapped around the Epipen box and secured with a rubber band).

f) Family Court Orders and/or Parental Plan if applicable:

- Details must be in writing of private family arrangements. This is required for all joint custody

arrangements.

g) Immunisation documents:

- AIR History Statement OR AIR History Form only accepted. Please refer to your GP or your MyGov account.

### Non-Local Enrolment Years 7 to 12

A non-local enrolment is a student whose family's residence is outside of the designated local enrolment intake area.

Places for non-local applicants will be considered in light of the whole school and each academic year's enrolment numbers which can vary for different year groups, given:

1. The number of permanent teaching spaces available;  
(Please note: no additional accommodation – permanent or demountable – will be provided to the school to cater for increased enrolments resulting from non-local placements); and
2. That a sufficient enrolment buffer, determined by the Principal, be left to accommodate possible new local enrolments arriving throughout the school year.

An Enrolment Panel, consisting of the Principal, staff members and President of the P&C (or delegates), considers and makes recommendations on all non-local enrolment applications. For Year 7, the Panel may meet to consider other non-local applications.

The development of criteria for the enrolment of non-local students is the responsibility of the Enrolment Panel. The criteria are consistent with the general principles governing enrolment in NSW government schools. The decisions made by the Enrolment Panel are made within the context of the buffer to be retained for local students arriving later in the year.

Criterion for non-local enrolment applications is considered by the Enrolment Panel in the following priority order:

1. Compassionate circumstances of a serious nature.
2. Siblings of students already enrolled in the school.
3. Medical reasons requiring the facilities of this school.

Please note: Satisfying one or more of the above criteria does not guarantee enrolment. Offers of enrolment to non-local applicants will only be made when places are available.

In Years 11 and 12 non-local enrolment applications will also be considered if the established curriculum can accommodate them and the reason relates to availability of subjects or combinations of subjects not available elsewhere.

To apply, please complete all sections of the **[CGHS Expression of Interest for Enrolment \(PDF 384KB\)](#)** and submit to the school with all initial documentation requested below:

- Official evidence of your Residential/Citizenship status in Australia, including Visa details
- Previous 12 months school reports including attendance details
- Evidence of the student's current residential address. Current Rates Notice OR current Lease Agreement for 12 months.

Please note: Incomplete submissions will not be reviewed until all information has been provided. Expression of Interest form and documentation will be reviewed by Enrolment Panel/Staff, and the applicant will be contacted once a decision has been made.

Due to the pressures of significantly increased enrolments, school infrastructure at capacity and the requirement to retain spaces for local students, it is highly likely the school will not be able to enrol students residing outside our designated drawing area.

You must include all relevant details concerning the reasons for seeking a non-local enrolment. You may wish to include copies of support material.

The school will notify you of the results of your application. If successful, all non-local enrolment applications must supply the same documentation as local enrolments. An interview with the parent/carer and student with the Head Teacher Secondary Studies/Enrolment Officer will finalise the enrolment process. A starting date will be confirmed at this time.

### False or Misleading Enrolment Information or Practices

The Application to Enrol in a NSW Government School (2<sup>nd</sup> Edition) requires the applicant to declare the information provided is correct. It also makes it clear the provision of false information can result in the enrolment being reversed. Any decision to reverse an enrolment needs to take into account the specific circumstances of the matter. This includes determining if the student was an “out of area enrolment” and whether acceptance of the enrolment application has resulted in the student gaining entry at the expense of other prospective students who may be on a waiting list.

Section 34A of the Education Act 1900 provides that the Director-General may terminate the enrolment of a child at a government school who is not entitled to be enrolled at the school if the child was enrolled as a result of false information or a false document provided to the Principal. This power has not been delegated to Principals. Advice is sought from Legal Services before a decision is made to terminate an enrolment under section 34(4) of the Act.

If a person knowingly provides materially false or misleading information to a school when making an application for enrolment, this may be an offence, which has a penalty of up to 2 years imprisonment, \$22,000 fine or both (Section 307B of the Crimes Act 1900).

If a person provides a statutory declaration he or she knows to be false for the purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment (Section 25A of the Oaths Act 1900).

### Appeals

Where a parent or carer wishes to appeal against the decision of the school Enrolment Panel, the appeal should be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved, the Director Public Schools NSW will consider the appeal and make a determination. The Director Public Schools NSW will consult with the Principal and the school community, as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

### Temporary Visa Holders

Please contact **1300 300 229**. Cheltenham Girls High School is currently unable to accept students on a temporary resident visas.

### International Student Visa Holders

Please contact International Student Centre (ISC) on **1300 302 456**. Cheltenham Girls High School is currently unable to accept International Students on a student visa.

This policy has been reviewed and endorsed by the Cheltenham Girls High School Parents and Citizens Association August 2020.