



MITCHELL HIGH SCHOOL ENROLMENT REGULATIONS

Mitchell High School (MHS) is committed to being a local comprehensive high School catering for students in the south Blacktown area. The school has an excellent reputation in the local area for its academic, sporting and welfare programs catering for the varied needs of the student.

The MHS enrolment regulations have been developed to meet the needs of the local community and has been developed in accordance with the Department of Education and Communities Policy Enrolment of Students in NSW Government Schools. The MHS enrolment regulations provides information for the school community on the entitlements, requirements and procedures for the enrolments of students at Mitchell High School. It draws on the Department of Education Policy (DoE) for the *Enrolment of Students in Government Schools*.

Enrolment Ceilings and Buffer

At Mitchell High School we endeavour to stay within the enrolment ceiling as negotiated with the Director, Educational Leadership. A 10% enrolment buffer is used to accommodate the movement of families into the local area and to provide access for students from Intensive English Centres. Places in the buffer will not be offered to **non-local students**.

General Principles Governing Enrolment

- Students are entitled to attend their designated school for the intake area in which they reside
- Parents may seek to enrol their child in the school of their choice
- The school has a set enrolment number to cater for anticipated local demand
- The school can provide a written procedure stating the grounds and criteria on which non-local enrolments will be accepted
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation
- The procedure is expressed in plain English, and can be made available in community languages if necessary
- The school accommodates students leaving Intensive English Centres, International Students and students with special learning needs
- The particular criteria for enrolment of students with special learning needs is negotiated with the enrolment panel and in the case of Year 7 students, Primary School representation including School Counsellor, Principal or delegate and Classroom Teacher
- For Year 6 students with special learning needs an extension Transition program is run over a month prior to Orientation Day
- The enrolment panel consists of Deputy Principal, School Counsellor, Year Adviser, Head Teacher Welfare and a member of the school community
- No person will be discriminated against on the grounds of their sex, age, race, religion, ethnicity, disability or sexual orientation.

Enrolment of Local Students

Under the Education Act 1990, Principals will require proof of address in order to establish a child's entitlement to enrol in the school. To be enrolled as a '*local student*', applicants are required to provide the prescribed 100-point check to verify that their permanent residence falls within our designated catchment area. Our local intake area boundaries and streets names can be verified via School Finder. Please note that local enrolment areas are subject to change. **School Finder:** <https://education.nsw.gov.au/school-finder>

NOTE: Where applicants for enrolment as local students fail to provide the required evidence of their permanent residence, they will be treated as non-local students for the purpose of enrolment. The Principal reserves the right to offer a place to a non-local student seeking to join a sibling in their current school, in special circumstances and/or on compassionate grounds. The Principal will exercise that right rarely and only in consultation with the Director, Educational Leadership.

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

* up to three months old

Only original documents will be accepted as proof of address evidence. Please refer to page 6 of this document for more information.

Year 7 Enrolment Placement Panel

At the completion of Expression of Interest for Year 7 Enrolments the Enrolment Panel will meet to confirm enrolment decisions and review selection criteria for the next year. This panel will be comprised of the Deputy Principal (chair), Year Adviser and member of the MHS P&C.

Waiting List

Realistic waiting lists are established for non-local students should placement not be available. Parents are notified in writing if their child is to be placed on a waiting list. The waiting list remains current for one year.

Appeals

Where the parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The principal will consider any appeals for non-successful applications and any unresolved appeals are referred to the Director, Educational Leadership.

Enrolment of Non-Australian Citizens

Non-Australian citizens applying to enrol at Mitchell High School must hold a valid visa. Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions as determined by their specific visa class. These include:

- Temporary Residents
- Student Visas
- Exchange Students
- Visitor Visas
- Bridging Visas

International Students (Full Fee-Paying Students)

International students may submit an application to enrol to DE International in accordance with the International Students' Enrolment Program. The International Students Program is available to students who enter Australia on a student visa subclass 571P. International students have the right to apply of enrolment at Mitchell High School. Applications are to be made through the International Students Centre. This unit is responsible for verification of status of these students. If you have further questions about studying at NSW Government Schools, you can contact us at any time.

DoE International Students Centre
9.00am to 5.00pm Monday to Friday
827-839 George St
Broadway NSW 2007 Australia
T: 8289 4777 or 131 601 (within NSW)
F: 9244 5844
W: www.decinternational.nsw.edu.au

Transferring and Leaving

The transfer of students from school to school is to be carried out in accordance with DoE guidelines. Students leaving school are to do so only with the knowledge and written approval from parents/carers. In-school leaving procedures are to be followed.

Short Term and Part-Time Attendance of Students

Students are generally enrolled in a school on a full-time basis. Part-time enrolment however, is possible in some situations, including:

- Students in Years 11 and 12 who choose the HSC Pathway option for the HSC
- Students who undertake some of their studies external to the school.

To assist students and families visiting locally, the school allows for students to be enrolled at Mitchell High School for short periods of time.

Where this period of time is no more than one term or in the case of a student involved in a special placement of no more than 2.5 days per week, the student should not be enrolled, but regarded as being on a short term attendance.

The home school should maintain the student's name on an attendance register, with a note to the effect that the student is attending another school.

The school the student attends for a short time (the host school), must keep a record of the student's attendance and notify the home school at the end of the stay or in the case of part-time attendance, at the end of each term.

Responsibilities of the Principal

With regards to enrolment, the school principal is responsible for:

- informing present and prospective members of the school community about provision available at the school
- managing the school enrolments within the resources provided to the school
- advising the Director, Educational Leadership of enrolment and curriculum trends in the school
- maintaining accurate and complete enrolment data
- establishing an enrolment ceiling to cater for anticipated local demand
- setting an enrolment number (a buffer) to cater for anticipated local demand during the year
- establishing a placement panel when demand for non-local places exceeds available accommodation
- documenting and publishing the criteria for selection amongst non-local enrolment applications to parents and the school community
- making decisions on non-local enrolments at the school level whenever possible.

Refusal of Enrolment

Principals may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour. This is in line with *regulations concerning Suspension, Exclusion and Expulsion of Students from School and Declaration of Place Vacant*, June 1996.

Enrolment Data

Information is recorded about each student enrolled at Mitchell High School:

- to comply with legal requirements
- for school administrative purposes
- for resourcing, accountability and reporting requirements

Enrolment Forms

Information is collected from parents about each student enrolling at the school. *Application to Enrol at a NSW Government School* forms are used for collecting the required information from parents.

Parents' signatures are required on the forms to certify that the information provided is correct.

Bilingual student enrolment forms are available on request.

Register of Enrolment

Recording of students within the DoE ERN system is the means for maintaining an enrolment register. Information kept on ERN includes:

- the students' name and address
- birth date, gender and country of birth
- parent or caregiver's details
- the date the student is enrolled at the school and the classes entered
- the date the student leaves or transfers from the school
- medical details, residency details and court orders

Non-Local Enrolments

Due to the high demand for student placement at Mitchell High School the school receives a large number of non-local enrolment applications each year. Non-local enrolment applications will only be considered by schools that can accommodate the child below the set local enrolment buffer level. In determining whether the school can accommodate a child the principal will consider:

- the child's age
- the resources of the school
- the existing number of permanent classrooms and other facilities at the school.

Non-local enrolment applications include the Application to enrol in a NSW Government School and a non-local enrolment application form and requires the applicant to address the selection criteria and provide supporting documentation. (See attachment)

Criteria for non-local enrolment applications include (but do not guarantee the offer of a non-local placement):

- siblings already enrolled at the school
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects or specific programs
- compassionate circumstances
- change in the local intake area and proximity, access to the school
- the structure and organisation of the school

When the school's enrolment level is close to the local enrolment buffer, the principal will be in consultation with the principal of the child's local school when considering the non-local enrolment application, and to seek approval of the Director, Educational Leadership before making an offer to enrol the child.

Placement for Non-Local Enrolments – Year 6 into Year 7

The Year 6 into Year 7 Enrolment Placement Panel considers and makes recommendations on all non-local enrolment applications and convenes at time when demand for non-local places exceeds availability. The Year 6 into Year 7 Enrolment Placement Panel comprises of:

- Deputy Principal
- MHS Year Adviser
- P&C Representative

The Year 6 into Year 7 Enrolment Placement Panel is responsible for implementing the criteria for non-local placement, consistent with Department of Education guidelines and the decision of the Year 6 into Year 7 Enrolment Placement Panel that commitment to learning is the most significant criteria when applications for non-local placements are considered.

Residential address check

For the enrolment of students in NSW Government schools

Persons seeking to enrol a child in a NSW Government school may be required to show documents to establish the child's address

Key principles

The *Education Act 1990* provides the key principles that govern the enrolment of students in NSW Government schools. Some of them are summarised below.

The parent of a child may enrol the child at any government school if the child is eligible to attend the school and the school can accommodate the child (section 34.1).

A child is 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 (section 34.2).

The principal may, for the purpose of establishing a child's eligibility to attend or entitlement to be enrolled at the school, require a person seeking to enrol the child at the school to provide proof, to the satisfaction of the principal, of the child's identity, date of birth and home address (section 34A.1).

In determining whether a child could be accommodated, the number of classrooms and other facilities may be considered (section 34.6).

The enrolment of a child who is not entitled to be enrolled at the school may be terminated if the child was enrolled as a result of false information or a false document provided (section 34A.4).

Establishing the child's residential address

To determine a child's eligibility to attend or entitlement to enrol in the school, the principal may require documents to establish the child's address.

Generally, acceptable documents show the full name of the parent and address of the parent or carer with whom the child lives. However, any requests for proof of address must be reasonable in the circumstances.

Staff in schools abide by the Privacy and Personal Information Protection Act 1998 (NSW). Residential address information provided will be used to process applications for enrolment and associated purposes and the information will be stored securely.

100-point residential address check in some schools with a designated intake area

Schools that are above or near (i.e. the number of non-local enrolment applications received exceeds the number of enrolment places available outside the local enrolment buffer) their buffer level use the following 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ul style="list-style-type: none"> 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year 	40
2. Any of the following <ul style="list-style-type: none"> 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement 	20 each
3. Any of the following documents <ul style="list-style-type: none"> 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this. 	15 each

* up to three months old

More information

Contact your local school or visit
<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>



DoE Enrolment policy

Information for parents

The Enrolment of Students in NSW Government Schools policy is in place to assist schools to meet their obligations under the *Education Act 1990* - to ensure that every student has a place at their local school. The policy also communicates to staff and the community a transparent enrolment process.

Why was the enrolment policy revised?

Across the state, many communities are changing. Some are growing at rates never seen before. Some schools that used to be able to accept out-of-area enrolments, no longer have the room to do so.

The revised policy is designed to support schools to manage all enrolment applications, encourage greater consistency in decision-making and make sure the enrolment choices are clear for parents.

What are the changes?

The enrolment cap

The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. The enrolment cap tells us whether the school may or may not have the capacity to accept non-local enrolments. It is not a target or limit on the number of local enrolments a school can take.

Each school with a local intake area will have a cap set by the department from Term 4 2019.

Within the enrolment cap, a number of enrolment places must be kept aside for the likely number of local students who will need to enrol during the year. The enrolment places that are being kept aside are called the buffer. For this reason, a school will not take non-local students once they reach the buffer, unless there are exceptional circumstances.

100-point residential address check

Parents planning to enrol their child at a school that is near its buffer or cap or has reached its buffer or cap will be asked to complete the 100-point residential address check to confirm they live within the school's designated local intake area. This means parents will need to provide documents to verify the child's current address.

So that schools only seek information relevant to the child's enrolment, a list of approved documents for the residential address check is available from the school or the department's website at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>.

Selection criteria for non-local enrolment

Sibling enrolments are now clearly prioritised (where possible) and selection criteria for non-local enrolment will not include student ability, performance or achievement.



What has not changed?

Schools will continue to enrol students who live in their local intake area, regardless of the school's cap status.

There are no changes to enrolment rights of siblings of non-local students. In schools with available places, each enrolment application is considered on its merits, including if siblings currently attend the school. If the school is below capacity, out-of-area applications for siblings of current students will be given enrolment priority.

Schools will continue to provide families with support and advice during the enrolment process, including assessment of exceptional and compelling circumstances particularly for vulnerable students and their families.

Schools will also continue to apply the policy fairly and consistently using transparent and accountable processes when making decisions about enrolment applications. Parents have a right of appeal to determine whether the stated processes have been applied in a procedurally fair manner.

But what do the changes mean for me?

What if my child is already enrolled but we do not live in that school's intake area?

Your child will remain enrolled at the school as the revised policy does not affect students already enrolled in NSW Government schools.

We were in area when my child was enrolled in the school. The department has since changed the school's boundary and our residence is now out of area. I have other children and I want them all to go to the same school.

What are my options?

At times it is necessary for the department to make adjustments to a school's local enrolment intake area. This could mean a family with a child or children already enrolled is then outside the local intake area. When this happens, the family will still be able to enrol siblings together at the school, regardless of whether the school is over the buffer or cap.

I already have a child enrolled as an out-of-area student in a NSW Government school. Can I enrol my other children at that school too?

This will depend on the capacity of the school:

- If the school is **not near its buffer**, then siblings should be able to be enrolled at the school. In fact, siblings of students currently enrolled will be prioritised, where possible, over other non-local enrolment applications.
- If the school is **nearing its buffer**, then the school will form a non-local enrolment panel. The panel considers non-local enrolment applications when the number of non-local applications received exceeds the number of places available below the buffer. Again, in this instance, siblings of students currently enrolled will be prioritised, where possible, over other non-local enrolment applications.
- If the school is **at capacity i.e. full**, they will not accept non-local enrolment applications unless there are exceptional circumstances.

I have already accepted an offer for my child to attend a school in 2020 that is not my local school. What happens now?

The enrolment will proceed. Non-local enrolments accepted before Term 4 2019 for students starting in 2020 should not be affected.

What is the criteria for enrolment in a school that is not my local school?

Schools that are able to accept non-local enrolment applications establish a non-local enrolment selection panel, if demand exceeds the number of places below the school's buffer.

Schools are required to make the selection criteria available to the school community.

My circumstances are challenging and I think this school is best for my child. We live outside the school's intake area. What should I do?

We understand that not everyone's circumstances are the same, and that there are instances where exceptional and compelling circumstances will need to be considered.

If this is the case, you should talk to the principal of your local school.

Contact

For general enquiries contact: 1300 679 332 or email: DoEinfo@det.nsw.edu.au

For enrolment enquiries, speak to your local school. Find school contact details at:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/finding-a-public-school>

Telephone Interpreter Service

If you need an interpreter to assist you to contact the school, please call the Telephone Interpreter Service on 13 14 50 and ask for an interpreter in your language. Tell the operator the phone number you want to call and the operator will get an interpreter on the line to assist you with the conversation. You will not be charged for this service.



MITCHELL HIGH SCHOOL APPLICATION FOR NON-LOCAL ENROLMENT

Please fill out the following information and return it back to the **Mitchell High School Administration Office**.

Student Information

Student's Full Name: _____

☐ Male ☐ Female DOB: ____/____/____ Current Scholastic Year (6-12): ____

Current School: _____

Proposed Scholastic Year (7-12): ____ Proposed Date for Enrolment: ____/____/____

Parent/Carer Information

Parent/Carer's Full Name: _____

Address: _____

Home Telephone No: ____ Mobile No: ____ Work No: ____

Email Address: _____

Relationship to Student: _____

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria.

See non-local enrolments information on page 5 and attach supporting documentation to this form:

- ☐ Siblings already enrolled at the Mitchell High School:
Sibling's Full Name: _____ Scholastic Year (6-12): ____
Sibling's Full Name: _____ Scholastic Year (6-12): ____
- ☐ Compassionate circumstances (please provide attached supporting documentation)
- ☐ Safety and supervision (please provide attached supporting documentation)
- ☐ Availability of subjects/ specific program

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria.

Parent/Carer Signature: _____ Date: ____/____/____

OFFICE USE ONLY

Date Non-Local Enrolment Form Received: ____/____/____

Enrolment places available: ☐ Yes ☐ No Waiting list ☐ Yes ☐ No

Designated Local School: _____

Additional Information: _____
