



# OAK FLATS HIGH SCHOOL

## Enrolment Procedures

### 1. RATIONALE

See the DoE policy link: <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

### 2. Aim

- To meet the DoE's legislative obligation to provide all students with an enrolment place at their local school
- To ensure that non-local student enrolments do not result in the school exceeding their enrolment cap

### 3. Procedures

- Students who live within the local intake area for Oak Flats High School are entitled to enrol.
- An individual's residential address will determine the allocated in-area school for that child and parents will be required to complete the prescribed 100-point residential address check to confirm that the student being presented for enrolment lives within the school's intake area. Please refer to 6. Residential Address Check.
- No child will be enrolled until the 100-point check has been completed.
- The Department of Education sets an enrolment cap for every NSW Public school. The cap is determined by the number of students that can be enrolled based on the number of permanent classrooms within a school and the class size limits. If the school has reached its cap, no further non-local enrolments will be accepted, unless there are extenuating circumstances.
- Within each academic year, there will also be a local enrolment buffer established to ensure that places are set aside for local students who may enrol during the year. When the enrolment buffer is reached, the school cannot accept any non-local enrolments, unless extenuating circumstances exist & approval is granted by the principal, in consultation with the Director, Educational Leadership.
- The enrolment buffer within each academic year is 5% of the total number of students in that year group. If the whole school enrolment cap has not been reached and vacancies exist beyond the established enrolment buffer, non-local enrolment applications will be taken into consideration. For example, if a year group is capped at 180 students and there are currently 169 students enrolled, 9 spaces will be assigned for any in-area enrolment applications in order to meet the 5% buffer and 2 spaces will be made available for any out-of-area enrolment requests.
- When applying for an enrolment at Oak Flats High School parents will be required to complete the Enrolment Enquiry Form and submit the 100-point residential address documentation for proof of address. For non-local enrolment requests, please also provide a detailed explanation for the non-local enrolment request, along with any supporting documentation.
- The non-local enrolment panel; comprised of a deputy principal, administration officer and parent representative (where available); will meet as necessary each term to review the non-local enrolment requests. Priority will be

given to siblings of currently enrolled students, where possible. Please see other criteria in 4. Criteria for non-local expressions of interest.

- The principal will contact the principal of the local school to seek approval for enrolment of all successful out-of-area applicants.
- If the enrolment cap and the buffer have not been reached, the school will prioritise siblings of non-local students already enrolled at the school but if the enrolment cap is reached then siblings of non-local students may need to enrol in their local school.
- Successful applicants will be contacted by phone to arrange an enrolment interview with a member of the senior executive.
- Unsuccessful applicants will be notified by mail to outline the reason why the application was declined and to provide information about the appeals process.
- Prior to an enrolment interview being conducted, the administration staff will send a *“Request for Student Background”* form to the child’s previous school to gather pertinent information about the child’s behavioural and academic abilities. An enrolment interview will be arranged with either the principal or one of the deputy principals. The parent will be required to collect the *Enrolment Pack* for each enrolling child from the administration office and complete all forms within the pack prior to the enrolment meeting taking place. The enrolment pack contains the following items:
  - Checklist of documents that need to be provided at the enrolment interview, such as birth certificates, school reports, etc
  - Application to Enrol in a NSW Government School
  - Cyber Safety Contract and Cyber Safety Tips
  - Behaviour Code for Students
  - Attendance Contract
  - Special Religious Education permission form
  - Student Handbook
- When the parent and student arrive for the enrolment interview, the admin staff will make copies of all supporting documentation.
- The senior executive will conduct the enrolment interview and once the interview has been completed and all required documentation has been collected, a timetable will be created for the student.
- The parents and senior executive member will then negotiate an agreeable start date for the child.

#### **4. CRITERIA FOR NON-LOCAL ENROLMENT EXPRESSIONS OF INTEREST**

The following will be considered as criteria for expressing interest as a non-local enrolment. Addressing the criteria does not guarantee enrolments will be accepted.

Criteria:

- siblings already enrolled at the school
- proximity and access to the school
- medical reasons
- availability of subjects or combinations of subjects
- compassionate circumstances
- structure and organisation of the school

#### **5. NON-LOCAL YEAR 6 EXPRESSIONS OF INTEREST FOR YEAR 7**

- Non-local enrolment expressions of interest for Year 6 students entering high school who are designated to attend Lake Illawarra High School will have their applications reviewed by the principals of Lake Illawarra High School and Oak Flats High School. Parents of unsuccessful applicants may supply additional information and request a review of the decision. If the matter cannot be resolved the final appeal will be to the Director, Educational Leadership, Lake Illawarra South Network.
- Non-local enrolment expressions of interest who are designated to attend other high schools will be considered by the non-local enrolment panel.

## 6. RESIDENTIAL ADDRESS CHECK

Document showing the full name of the child's parent	Points
<p><b>1. Only one of (i.e. no additional points documents)</b></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><b>2. Any of the following</b></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><b>3. Any of the following</b></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 license 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	

This document was last updated on 9/09/2022.

This document is due for review on 9/09/2024.