

Enrolment Policy

Chatswood High School is a dynamic school that has the resources and expertise necessary to develop the skills, knowledge and values that students need to lead productive and rewarding lives in the 21st century.

An *Application for consideration of enrolment* form should be completed and submitted at the school office. At the time of submission, we need to sight original documentation of proof of address (property ownership or tenancy documents in the name of the applicant's parent eg rate notice or lease agreement) AND student's full birth certificate or passport. You will then be contacted by one of our Deputy Principals regarding enrolment.

1. Local Enrolment

A local enrolment is a student (permanent or temporary resident) whose permanent residence is situated within the designated local enrolment area. Please refer to the attached list of streets that defines the school's local enrolment area.

a) The school will seek evidence demonstrating local resident status through the provision of current original documents. These are:

- property ownership or tenancy documents in the name of the applicant's parent eg rate notice or tenancy agreement.

In the case of a tenancy agreement it is the school's expectation that families demonstrate a commitment to a local area residence through provision of a tenancy agreement of 12 months or more.

- three utility account statements (e.g., electricity, water, telephone, gas) displaying the name and local address of the applicant's parent. A recent electricity account in the name of the parent **must be included**.

b) Visa status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).

c) Guardianship arrangements for enrolling students will need to be confirmed with the school by the students' parents.

2. Non Local Enrolment

a) A non local enrolment is a student whose permanent residence is beyond the designated local enrolment area. Please refer to the attached list of streets that defines the school's local enrolment area.

b) Parents or caregivers living outside the school's designated local area may apply to enrol their child(ren) at the school.

c) Places for non-local applicants will be considered in the light of whole school and each academic year's enrolment figures, given:

i) the number of teaching spaces available, and

ii) that sufficient buffers be left to accommodate possible new local enrolments throughout the school year.

d) Applications from prospective students are to be considered by the School Placement Panel.

e) Non-local enrolment applications will be considered with reference to each applicant's residential address and the following criteria.

1. Dire compassionate circumstances verified by a government agency or service such as Department of Community Services, Area Health Service, or Courts
2. Siblings of a child currently enrolled at Chatswood High School
3. Study of a course offering (or combination of offerings unavailable at another school)
4. Child of a former student – (documentary verification required)

Please note: Satisfying one or more of the above criteria does not guarantee enrolment. Offers of enrolment to non local applicants may only be made when places are available – refer to b) above. Applicants who satisfy any one or more of the above non local enrolment criteria will not be made offers of enrolment if places are not available.

f) Non local applicants who are made offers of enrolment will be required to complete and submit the form *Application to enrol in a NSW government school* prior to their enrolment being finalised and commencement of attendance at school.

g) Waiting lists for each academic year may only be established if there are realistic expectations of places becoming available for non local applicants.

4. Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The principal will seek to resolve the matter. If the matter is not resolved the school education director will consider the appeal and make a determination. The school education director will consult with the principal and school community as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

5. International Fee Paying Students

- a) International fee paying students may apply for enrolment at this school.
- b) Their applications must be made using the NSW Government Schools International Student Application Form through the International Students Centre. The Centre is responsible for the verification of status of these students.
- c) The school will consider these applications in light of the availability of places.

6. Which year level?

Upon a successful enrolment application students will be placed in an age appropriate year level. This is to ensure each student is at an appropriate social and academic level and to provide each student with the best possible opportunity for success at Chatswood High school.