

MUIRFIELD HIGH SCHOOL ENROLMENT POLICY

This enrolment policy has been developed with the agreement of the Principal and the school community. It is reviewed each year by the placement panel.

Local Enrolment

A local enrolment is a student whose permanent residence is situated within the designated local enrolment area.

a) Applicants residing in the school's designated local area should, in the first instance, complete *Enrolment Inquiry* form and submit it directly to the front office. This form may be submitted to the school at any time throughout the course of the year. The school will contact parents to arrange an interview prior to enrolment. The form *Application to enrol in a NSW government* will be provided at interview by the school and must be completed prior to commencement.

b) The school will seek evidence demonstrating local residential status. Documents which confirm the applicant's home address must be in the family name, for the current residential address and must be originals or certified true copies. The documents must add up to 100 points. Details are included below. Applicants who do not have the threshold of residential proof documentation required will be considered on an individual basis.

Special arrangements apply for students on accredited exchange programs.

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

Non Local Enrolment

A non-local enrolment is a student whose permanent residence is beyond the designated local enrolment area. Parents or caregivers living outside the school's designated local area may apply to enrol their child(ren) at the school.

a) 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

b) Year 8 to 11 non local applicants should complete and submit the *Enrolment Inquiry* form available from the school's website. Applications should be sent to the front office.

c) Non-local applications the following year for Year 7 are submitted via primary schools when the student is in Year 6 at a public school. Year 6 students at non-government schools will need to contact the school directly. Applications from prospective Year 7 students will be considered by the School Placement Panel which shall consist of Principal (or nominee), Deputy Principal or Year 7 Adviser (for Year 7 applying from Year 6), President of the P & C (or delegate).

d) Non-local enrolment applications for Years 7 to 11 will be considered with reference to each applicant's residential address and the following criteria:

- Commitment to learning
- Study of a course offering (or combination of offerings unavailable at another school) that can be best met at Muirfield High School
- Special aptitudes of the applicant that can be best met at Muirfield High School

- Compassionate circumstances
- Sibling of a child currently enrolled at Muirfield High School.

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. Having a sibling enrolled does not automatically guarantee enrolment. Non-local enrolments will be required to comply with the school's starting times, ie 8.15, as such, distance from school of residential address will be considered in the decision-making process. Assessment of Year 7 applicants will be on the basis of the information provided on the application form. The panel will consider only those matters presented on written application and not oral submissions.

e) 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. [See f below for further details.]

f) Under the Department's enhanced enrolment procedures, the principal must have available to them, prior to enrolment procedures being completed, information that is relevant to an assessment of whether or not the prospective student should be enrolled at our school at that time, and information to support transition and education. In order to facilitate this, the school will request information from current or previous school of a prospective student. Request for student background information and/or advice from school counsellors will result in delays in enrolment or commencement of attendance that are beyond the control of Muirfield.

Enrolment Ceiling

Year 7: 180 (with a buffer of 15 for in-area students).

Proof of Citizenship/Temporary Residents/International Students

Visa Status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit). Passport and Visa checks are to be made for students who are either not Australian citizens or residents. Photocopies of these records are to be filed with pupil record cards. The student may be enrolled if he/she fits one of the following criteria:

- a permanent resident of Australia
- a New Zealand citizen
- a Norfolk Island permanent resident
- a temporary resident of Australia
- a dependent child of an International student
- a holder of a special purpose visa
- an approved exchange student registered through an approved exchange organisation.

International students must apply through the International Students Centre.

Enrolment of students with Special Needs

Parents who believe their child may have special needs should request a meeting with the Learning and Support teacher to assist the school with appropriate planning after the enrolment interview with the Deputy Principal.

Enrolment in the ED Unit

Enrolment in the ED Unit will be through application to Regional Office via the student's home school. Students placed in the ED Unit remain enrolled in their home school.

Appeals

Any appeal regarding process should be directed to the Principal. Further appeal may be made to the Director, Public Schools.



MUIRFIELD HIGH SCHOOL

Barclay Road, North Rocks, New South Wales, 2151 Ph. 9872 2244 Fax: 9871 4106

Email: muirfield-h.school@det.nsw.edu.au

Principal: Ms Jennifer Reeves – BA DipEd GradDip(Information Management)

Guidelines:

- All documents **MUST** be in the name of the enrolling parent/carer
- At least **ONE Category A** and **ONE Category B** documents are required
- All documents must be current (dated within the last three months)

DOCUMENT	POINTS VALUE	POINTS SCORED
<p>CATEGORY A</p> <ul style="list-style-type: none"> • Contract of purchase of residential property • Property Lease Agreement from a Registered Real Estate Agent of minimum twelve months, with the signed Privacy Release form for confirmation • Council Rates Notice 	<p>50 points (SELECT ONE ONLY)</p>	<input type="text"/>
<p>CATEGORY A</p> <ul style="list-style-type: none"> • Utility bill, maximum of two showing current usage eg Water, Gas, Electricity • Property Lease Agreement of LESS THAN twelve months duration from a Registered Real Estate Agent, with the signed Privacy Release form for confirmation 	<p>30 Points (ONE OR MORE)</p>	<input type="text"/>
<p>CATEGORY B</p> <ul style="list-style-type: none"> • Telephone/Mobile/Internet bills • Australian Tax Office/PAYG summary • Electoral Roll Registration • Bank Statement (maximum of one) • Superannuation Statement • Insurance includes Property/Car/Health or Life • Proof of employment/Payslip with address • Utilities Agreement Schedule 	<p>10 points (ONE OR MORE)</p>	<input type="text"/>
<p>CATEGORY C</p> <ul style="list-style-type: none"> • Private Rental Agreement or failure to provide Consent for Release of Information without Privacy release form • Statutory Declaration from the property owner 	<p>5 POINTS (ONE OR MORE)</p>	<input type="text"/>



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PRIVACY RELEASE FORM FOR PROPERTY LEASE AGREEMENT

I the undersigned, do hereby consent to Muirfield High School seeking information from my Real Estate Agent in support of my enrolment application.

Name of Applicant

Date

Signature