

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. It is to be read in conjunction with the Department's Enrolment of Students in NSW government Schools Policy and General Enrolment Procedures.

Local Enrolment

A local enrolment is a student whose permanent residence is situated within the designated local intake area. For a student to be enrolled as a local placement, parents will be asked to provide documents, using the Department's 100 point residential address check.

Non Local Enrolment

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

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 student spaces available, and
- ii) that sufficient buffers be left to accommodate possible new local enrolments throughout the school year

Non-local enrolment applications will be considered with reference to each applicant's residential address and the following criteria, listed in priority:

- Sibling of a child currently enrolled at Muirfield High School
- Availability of a subject, or combination of subjects, that can be best met at Muirfield High School. (Subject selection material is available on the school's website.)
- Proximity and access to the school, including ability to meet the school's starting time of 8.15am by public transport
- Compassionate circumstances
- Structure and organisation of the 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 8.15am. As such, proximity and access to the school from the residential address of the parent/guardian will be considered in the decision-making process.

Process for Enrolment

1. Students moving from Year 6 into Year 7, ie commencing secondary school

All applications for Year 7 commencing the following year are submitted via primary schools, using the online link or Expression of Interest form provided by the primary school. Year 6 students at non-government schools will need to contact Muirfield directly or can apply using the online application form available on the Department of Education website. Applications from prospective Year 7 students will be considered by the School Placement Panel which shall consist of Executive staff as chair, teacher and community member nominated by school's P&C.

2. All prospective students, apart from Year 6 into 7

Parents should apply online or complete the *Enrolment Enquiry Form* available on our website and provide the necessary documentation as per the Enrolment Enquiry Documents information sheet, including proof of citizenship, 100-point residential check, and last school report, and submit these directly to the front office. These may be submitted to the school at any time throughout the course of the year.

In-area students: The school will contact parents to arrange an interview with the Deputy Principal.

Non-local students: Applications from prospective students will be considered by the School Placement Panel which shall consist of Executive staff as chair, teacher and community member nominated by school's P&C. The Placement Panel meets in Weeks 2 and 8 of each term. In considering applications, the panel will assess the information on the Enrolment EOI and supporting documents. The panel will take into account the enrolment cap and buffer.

The school will notify parents of the result of their application. If a placement is offered, the school will contact parents to arrange an interview with the Deputy Principal. At this meeting, the form *Application to enrol in a NSW government school* will be provided to parents. This must be completed prior to commencement. Guardianship arrangements for enrolling students will need to be confirmed with the school by appropriate documentation.

Under the Department's enhanced enrolment procedures, prior to enrolment procedures being completed and attendance commencing, Muirfield will seek information to support transition and education. In order to facilitate this, the school will request information from current or previous schools of a prospective student. Request for student background information and/or advice from school counsellors may result in delays in enrolment or commencement of attendance that are beyond the control of Muirfield.

Wait list

A wait list may be created for non-local students in the Year 6 to 7 process, who are not offered enrolment due to space. The wait list will only remain valid during the current intake period.

Enrolment Cap

The school's enrolment cap is 1000.

Proof of Citizenship/Temporary Residents/International Students

Visa Status of non-Australian citizens will be checked. Photocopies of passports and visas will be filed with the student's school file. 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 DE International.

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 Emotional Disturbance 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 made in writing to the Principal, setting out the grounds of the appeal. Further appeal may be made to the Director, Educational Leadership.