

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. For a student to be enrolled as a local placement, parents will be asked to provide documents, including 100 points as per the Enrolment Enquiry sheet, which includes proof of residency that they live in the local area and that the child being enrolled also lives in the local area.

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.

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

Non-local enrolment applications 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 8.15am. As such, distance from school of residential address 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 Expression of Interest form provided by the primary school. Year 6 students at non-government schools will need to contact Muirfield 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, President of the P & C (or delegate).

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

Parents should complete the *Enrolment Enquiry Form* available on our website and provide the necessary documentation as per the Enrolment Enquiry Documents information sheet, including 100 points of Identification, and submit these directly to the front office. These may be submitted to the school at any time throughout the course of the year. The school will contact parents to arrange an interview. If a placement is offered, the school will provide the form *Application to enrol in a NSW government school* at interview. 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.

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. 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 directed to the Principal. Further appeal may be made to the Director, Educational Leadership.