



MODEL FARMS HIGH SCHOOL

"Achieving Personal Excellence Through Quality Teaching"

Enrolment Policy

Model Farms High School (MFHS) is highly regarded as an outstanding high school for girls and boys in NSW. Its record of success over more than three decades is not only due to its first-class facilities and teaching fraternity, but also attributed to the support of parents and families in the local community. This policy has been developed in accordance with the Department of Education and Communities Policy *Enrolment of Students in NSW Government Schools: Policy update, July 2019*.

Enrolment at MFHS (like most high schools) is based on NSW Government requirements and guidelines, as set out below:

Local Enrolment

A local enrolment is a student whose permanent residence is situated within the designated local enrolment or catchment area. Our local intake area boundaries and street names can be checked via **School Finder**. These boundaries are determined by the Department of Education.

- a) Applicants residing in the school's designated local area should complete and submit the form *Application to enrol in a NSW government school*. Our school uses the Department's *online enrolment system* <https://ehub.enrol.education.nsw.gov.au/>
- b) The school will seek evidence demonstrating local resident status through the provision of current original documents. Please see Appendix 1: *100 Point Identification of Residential Address*, located at the end of this document.
- c) Visa status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).
- d) Guardianship arrangements for enrolling students will need to be confirmed with the school by the students' parents.

Non-Local Enrolment

The consideration and assessment of non-local applications for enrolment is an ongoing process during the year. Places will only be offered should a place become available within the confines of the Enrolment Restrictions specified below.

Enrolment Cap

An enrolment cap for a school is established centrally, based on available permanent accommodation. Demountable classrooms are not usually counted towards the enrolment cap unless new or replacement accommodation is under construction. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local enrolments retained otherwise. In schools with support classes, the enrolment cap accounts for lower student-teacher ratios in disability and learning support classes. If the school is at capacity, it will not accept non-local enrolment applications unless there are exceptional circumstances.



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Local Enrolment Buffer

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. The size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area.

Composition of Placement Panel for Year 7 start of year intake

The Placement Panel considers and makes recommendations on all non-local enrolment applications and convenes at times when demand for non-local places exceeds availability. It comprises;

- Deputy Principal, Chair
- One parent nominated by the Parents and Citizens Association
- The Year 7 Student Adviser and/or Assistant Student

Adviser

Responsibilities of the Placement Panel

- To consider non-local applications for enrolment in Year 7 according to the criteria established by the School Council.
- To decide the applicants who will be made offers of enrolment for Year 7, those placed on the waiting list and those who are unsuccessful.

Non-local applications for Years 8 to 12 will be considered by the Principal or delegate at the time of application. It is important to note that local area applicants have absolute right of entry.

Selection Criteria for Placement of Non-Local Applicants

The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation. If after, acceptances of local applications, vacancies still exist, the following criteria will apply to non-local applications.

These **may** include (but do **not guarantee** the offer of a non-local placement):

- Siblings currently attending Model Farms High School
- Proximity to the school
- Compassionate circumstances
- Availability of subjects or combination of subjects (for students in Years 9-12)

All criteria will be considered equally in the application, however students with siblings attending MFHS on the first date of the anticipated enrolment should be given priority.



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Waiting List

Where there are no non-local places available, or where demand exceeds supply, a waiting list will be established by the Placement Panel. Waiting lists are current for ONE year and can be accessed up until the commencement of the new school year.

Appeals

Appeals may be lodged against a decision made by the Placement Panel and are to be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved it can be referred to the Director, Educational Leadership for further determination. Appeals are to determine whether the stated criteria of the school have been fairly applied.

Enrolment in the Support Unit

Enrolment in the Support Unit will be through application to District Office. Model Farms High School has four classes in the Support Unit. Enrolment into these classes is determined by a regional placement panel. For more information about placement in a support class contact the Principal of your current school.

Enrolment History and Assessing Applications

In enrolling a student, the school may need to conduct additional enquiries particularly where a student has been absent from the NSW system for a period of time, their enrolment background is unclear or where the student has been overseas and records are unavailable.

All enrolment applications for students with safety concerns require the following:

- The principal will consider the enrolment application, information and documentation provided by the previous school(s) and explores strategies to accommodate the student.

If the principal determines there may be grounds to decline the enrolment on the basis of a risk assessment, the Director, Educational Leadership will be consulted. The principal will consult with the Director, Educational Leadership where applicants have declined to sign the *Consent to access documents* or *Declaration of accuracy* sections of the application.

Residency Check

A residency check is necessary to ensure placements comply with NSW Education requirements. Residence refers to the address of the legal guardian with whom the student lives for the majority of the time. It does not refer to another member of the family, such as a grandparent. At the time of application, the student must already be living in the school's 'Catchment Area'.



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International Students

International students may submit an application to enrol to DE International in accordance with the International student's enrolment programs. Students must have a student visa issued by the Department of Immigration and Border Protection and an Authority to Enrol (ATE) issued by DE International to enrol. Apply to enrol online at <https://deiparent.det.nsw.edu.au/#/welcome>

Temporary Residents

Temporary residents must submit an application to the Temporary Residents Program to enrol in a NSW Government school. Temporary residents may be enrolled at a school if the school can accommodate the enrolment. If a school is at capacity, temporary residents must be referred to the next available school/s with capacity. International students and temporary residents seeking to enrol from another NSW Government school, a non-government school or from outside NSW must be referred to DE International and the Temporary Resident Program. Prior to enrolment, these students require an Authority To Enrol (ATE) and payment of fees (if applicable).

The decision to enrol international students or exchange students is made by the principal and is based on a number of factors including enrolment capacity.

Non-Government School

If your child is in a **non-government school**, and you wish to apply to enroll at MFHS, Our school uses the Department's *online enrolment system* <https://ehub.enrol.education.nsw.gov.au/>. We will contact you once a decision has been made about your child's potential enrolment, and next steps.

If your child has a **temporary visa or visitor visa** you will first need to apply to enrol by contacting the temporary residents program who will give you forms to bring to the school. It's important that you tell the Principal if your child has any special circumstances, allergies, health or medical conditions, before your child starts school.

False or misleading enrolment information or practices

The "Application to enrol in a NSW government school" requires the applicant to declare the information provided is correct. It also makes it clear the provision of false information can result in the enrolment being reversed. Any decision to reverse an enrolment needs to take into account the specific circumstances of the matter. This includes determining if the student was an "non-local enrolment" and whether acceptance of the enrolment application has resulted in the student gaining entry at the expense of other prospective students who may be on a waiting list.

NB: Information for parents about the Department of Education Enrolment policy is available for download on the "Enrolment" page of the school website.



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Appendix 1

100 Point Identification of Residential Address document

Document showing the full name of the child's parent	Points
1. Only one of (that is, no additional points for additional documents) <ul style="list-style-type: none"> 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year 	40
2. Any of the following <ul style="list-style-type: none"> 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment showing home address 2.3. Electoral roll statement 	20 each
3. Any of the following documents <ul style="list-style-type: none"> 3.1. Electricity or gas bill showing the service* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address** 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third-party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there and any supporting information or documentation of this. 	15 each

*up to three months old.

**that is current or has expired within the last 3 months.