**Enrolment Policy**

Model Farms High School (MFSH) 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.

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

1. **Local Enrolment**

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

a) Applicants residing in the school’s designated local area should complete and submit the form *Application to enrol in a NSW government school.* This form is available at https://www.det.nsw.edu.au/languagesupport/documents/enrol/application.htm. This form may be submitted to the school at any time throughout the course of the year.

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.

**2. 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 Ceilings**

A ceiling is established each school year for the enrolment of Year 7 students based on available permanent accommodation (ie: permanent buildings – not demountables). The MFHS intake area boundaries and street names can be checked via the front office and is determined by the Department of School Education.

**Enrolment Buffer**

The school maintains a ‘buffer’ based on historical and discernible trends in the local Learning Community (to cater for anticipated local demand), including new local arrivals who locate to MFHS for commencement at the beginning of the school year.

It is important to note that no additional accommodation (permanent or demountable) can be provided to cater for increased enrolments resulting from non-local placements.

The DEC policy states that “non-local placements must not generate demand for extra staff or create disruption to school routine”.

**Enrolment Restrictions for 2013 and beyond**

Year 7-10: 165 students plus a buffer of 15 to enable the enrolment of local students  
who seek placement after the completion of the selection process.

Years 11 & 12: Out of area enrolment dependent upon selection criteria.

**Conditions**

* All applicants will be asked for proof of address
* Out of area applicants will be required to comply with the school timetable (ie: start and finish times).

**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;

* Principal, Chair
* Director of Public Schools (or nominee)
* One parent nominated by the Parents and Citizens Association
* The Year 7 Student Adviser and/or Assistant Student Adviser

The Principal is the chairperson and has the casting vote.

**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 reserve 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.

The development of the criteria for enrolment of non-local students is the responsibility of the Placement Panel.

**Selection Criteria for Placement of Non-Local Applicants**

If after, acceptances of local applications, vacancies still exist, the following criteria will apply to non-local applications.

* A primary school record showing good behavior and school citizenship;
* Record of academic commitment, special interests and abilities;
* Recommendation of previous Principal (The principal’s signature on the enrolment form is considered a recommendation.);
* Compassionate circumstances and
* Availability of subjects or combination of subjects (for students in Years 9-12)

*Note: These are in no particular order and no one criterion carries more weight than any other.*

**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.

**Conditional Enrolments**

As part of the welfare structure of the local District/ Area, MFHS is asked occasionally to consider enrolling students who have experienced problems at their previous school. This is a reciprocal arrangement between principals. When these problems involve attendance and/or behaviour issues that are unable to be resolved at that school, the Principal may offer the student a Conditional Enrolment’.

This involves a negotiated trial period approved by the School Education Director in which the student is accepted as a Short Term Placement (ie: the student still remains enrolled at the previous school during that period OR is monitored across the agreed timespan and reviewed at agreed intervals). If the student meets the conditions of the enrolment, then the student may be offered a permanent place within the school and the Transfer Certificate will be affected. If the student fails to meet the conditions they will be asked to return to their previous school or pursue their future beyond MFHS.

**Residency Check**

A residency check is necessary to ensure placements comply with NSW Education requirements. Fraudulent applications are not only considered illegal, but reduce the number of offers made available to genuine and honest out of area applicants.

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 ‘drawing area’.

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.

**Passport and Visa Checks**  
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 child dependent of an International student
* a holder of a special purpose visa
* an approved exchange student registered through an approved exchange organisation.

If an International student seeking enrolment is a holder of an expired visa, he/she is not to be enrolled and is to be referred to the Department of Immigration and Ethnic Affairs Office. If the International student is a holder of a visitors' visa he/she may be enrolled after contact with the International Student Program Office. He/she are entitled to 12 weeks of informal study. If the International student is a holder of a bridging visa he/she may be enrolled if the primary visa holder has a letter from DIEA authorising for a protection visa. If the International student is a holder of some other documentation he/she is advised to contact the Overseas Student Adviser: Telephone 9217 4801, Fax 9561 8613.

**Enrolment of mainstream students with Special Needs**

At the time of enrolment enquiry, it will be necessary to:

* interview parents and the student to ascertain that all other criteria for enrolment are in order
* gather all relevant information regarding the child's special needs.
* with the assistance of the Counsellor and Special Education Consultant ascertain the support needs of the student that these needs can be met and that enrolment is appropriate.

Decisions regarding the student's enrolment will be made in consultation with parents and District Office staff.

**Enrolment in the Support Unit**  
Enrolment in the Support Unit will be through application to District Office.

**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 School Education Director for further determination. Appeals are to determine whether the stated criteria of the school have been fairly applied.

We can help you with your enrolment enquiries anytime throughout the year.

**High school expressions of interest**

If your child is **currently enrolled in another public or non-government school**, and you wish to apply to enroll at MFHS, contact the school to obtain an expression of interest form for completion and return.

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](http://www.detinternational.nsw.edu.au/schools/study_options/temporary_residents/temporary_residents.htm) 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.

Students applying for a place in a Year 7 class in the next school year should approach their local Primary School for a copy of the High School application form. This is a different process to placements at any other time of the year. A copy of the Expression of Interest Form can be obtained from this link.

<http://www.schools.nsw.edu.au/gotoschool/enrolment/high-school.php>

This form should be returned to your Local Primary School who will pass it to the High School Concerned.

If you attend a non-DEC school and you are applying for a place in an ‘out-of-area’ school you can give the form directly to the high school you are applying to.

**NB: Information for parents about the enrolment policy is available for download on the “Enrolment” page of the school website, just below where you access this policy. This information is organised in Question and Answer format to address frequently asked questions.**

**Appendix**

**EDUCATION ACT 1990 – SECT 34A**

**Principals can require proof of eligibility to attend or entitlement to be enrolled at government schools**

**34A Principals can require proof of eligibility to attend or entitlement to be enrolled at government schools**

1. The principal of a government school may, for the purpose of establishing a child’s eligibility to attend or entitlement to be enrolled at the school, require a person seeking to enrol the child at the school to provide proof, to the satisfaction of the principal, of the child’s identity, date of birth and home address.
2. The requirement may include a requirement to produce any document or to provide a statutory declaration, or both.
3. The child is not entitled to be enrolled at the school unless and until the requirement is complied with (unless the requirement cannot reasonably be complied with in the circumstances).
4. The Director-General may terminate the enrolment of a child at a government school who is not entitled to be enrolled at the school if the child was enrolled as a result of false information or a false document provided to the principal.”