



## MACQUARIE FIELDS HIGH SCHOOL STUDENT ENROLMENT POLICY

### Policy for the placement of comprehensive students

The Selection Committee is comprised of the Principal, the Deputy Principal and a parent representative.

#### 1. THE SELECTION COMMITTEE

The Committee will be responsible for the:

- The policy in relation to all in-area comprehensive applications.
- Consideration of non-local (out of area) comprehensive applications following the guidelines outlined below.
- Placement of the non-local (out of area) applicants on an order of eligibility and merit list.
- The identification of three groups of students from all applications and the eligibility list
  - a) Those students to whom offers shall be made
  - b) Those students who shall be placed on a waiting/reserve list
  - c) Those students who are unsuccessful in their application

#### 2. IN AREA APPLICATIONS

- (i) The Review Committee's recommendation (1994) limits the maximum numbers of students in any year to 90 comprehensive students and 90 selective students.
- (ii) The comprehensive enrolment will be determined by local applicants from the local drawing area.
- (iii) A small buffer will be maintained where possible, in each year to accommodate local applicants who move into the area during the year.
- (iv) Proof of residency is required. All applications must present 100 points of documentation as per the enrolment checklist available on request or at the time of enrolment. This checklist includes but is not limited to: lease notice, through a legitimately recognised real estate agent, rate notice and/or contract of sale or a sub-leasing agreement in the name of the applicant's parent or legal guardian. Proof of legal guardianship may also be required to confirm residential status.
- (v) No student can be enrolled and have two addresses. Where custody is shared, court orders must be supplied which show the primary carer of the student for purposes of enrolment. In the absence of court orders, or where custody is shared 50/50, the mother's address will be considered the student's primary address for purposes of enrolment.
- (vi) All documentation and an "Application to enrol in a NSW Government school" form must be filled in and submitted ***before an enrolment appointment*** can be made.
- (vii) Where a student has moved into the area and applies for enrolment, contact will be made with the student's previous school before enrolment is finalised to ensure that the student does not have a history of violent behaviour in his or her previous school. Where a student is enrolling with a history of violent behaviour, the enrolment will not be finalised until a full risk assessment has been undertaken. This will include but is not limited to, the School Counsellor making contact with the Counsellor from the student's previous school. Where a student is enrolling from a non-government school, the applicant must provide the student's file from their previous school to assist us in making appropriate arrangements for processing the enrolment.

### 3. OUT OF AREA APPLICATIONS – COMPREHENSIVE MAINSTREAM

- (i) Where there are vacancies in a given year, the number of positions available to out of area applications will be determined by the selection committee which will take into account the need for gender balance, appropriate academic aptitude and areas of excellence.
- (ii) *Consideration will be given to the following areas*
- a) Students with a physical disability (providing that the school can meet the specific needs of the student/or special medical needs).
  - b) Students who have a sibling in the comprehensive stream or the support unit and who, generally, live relatively close to the school.
  - c) Students who have a sibling in the selective stream and who, generally, live relatively close to the school.
  - d) Students who have special welfare needs that can be met by the school and those whose application is supported by the applicant's current school counsellor and endorsed by the applicant's current School Principal and or SED.
  - e) Overseas fee paying students approved by the Department of Education and the International Student Centre.
  - f) Students whose talents and abilities support the ethos and mission statement of the school, as determined by the panel (includes: commitment to culture, academic and/or sporting prowess, debating and public speaking, leadership).

*It should be noted that there is no implied order established by this listing of criteria. A holistic approach, based on the individual's application, will form the basis for analysis by the selection committee.*

- (iii) Applications for out of area enrolment for students entering Years 7-11 should include, but is not limited to, copies of: previous reports; merit certificates; current comments from the applicant's Principal and other references. An offer of a position, out of area, will be contingent on an interview between the applicant, the applicant's parent(s) and the Deputy Principal where appropriate.

### 4. **SPECIAL EDUCATION (AUTISM) PLACEMENTS**

Placement in this unit is determined by the Regional Placement Panel.

Applications are made via an access request lodged by the student's current school. Our school does not make direct offers on these limited positions.

### 5. **INFORMATION UPDATES**

It is a condition of enrolment that the applicant keeps the school updated in respect of address; medical information and emergency contact numbers.

### 6. **ENROLMENT OFFICERS**

The enrolment officer assisting the committee in the management of enrolments is Mrs Tracy Smith. Any enquiries in regard to enrolment should be directed, in the first instance to her, on (02) 9605 3111.

Mrs Heather Costa  
Deputy Principal  
(for the Selection Committee)

*Updated: May 2020*