

# Inner Sydney High School

## Enrolment Guidelines

The Inner Sydney High School enrolment guidelines are based on the current Department of Education Policy document, <https://policies.education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>.

### School Context

Inner Sydney High School has a designated intake area called a catchment or enrolment area. Students residing within the catchment are eligible to attend Inner Sydney High School. Families residing outside the designated intake area who wish to have their child considered for enrolment into Inner Sydney High School must make an out-of-area enrolment application. Please refer to the NSW Public School Finder Tool for the Inner Sydney High School enrolment area at <https://education.nsw.gov.au/school-finder>

### Year 6 into Year 7 Enrolment for 2023

Parents of students enrolled in a NSW public school need to follow the procedures stated in the form *Moving into Year 7 in a New South Wales Government School*. This form is distributed by your local government primary school. Students enrolled in a non-government primary school seeking to enrol into Inner Sydney High School will need to download the form from the Department of Education at

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

### In-Area Enrolment:

An in-area enrolment is a student who possesses the required documentary evidence that proves their permanent residence is located within the designated intake enrolment area. All new enrolments must provide proof of residential address through the documentary evidence required by this school.

**To enrol your child at Inner Sydney High School for the commencement of the new school year, your residential address must be within the catchment zone for the school.**

In-area applicants will submit the Department of Education *Moving into Year 7 in a New South Wales Government School* form to their primary school or if at a non-government primary school send directly to Inner Sydney High School.

Inner Sydney High School will then contact all parents and carers and request the following documents be returned for an application to be processed by the school:

- Completed and signed *Application to Enrol in a NSW Government School*
- Documents which confirm your home address is within the Inner Sydney High School in-area catchment.

You will be required to provide documents that add up to a minimum of 100 points (please refer to the *100 Points Residential Proof Checklist* in this document). These documents must be in the family name for the current residential address and must be the originals or certified true copies. In some circumstances the placement panel may request additional documentation to support enrolment applications.

- Copies of school reports for at least the last 12 months.
- Proof of identity - Students enrolling must produce the original of one of the following documents:
  - Australian Birth Certificate – if the child and parent/s are born in Australia or New Zealand.
  - Australian Passport or Australian Citizenship Certificate – if the child was born overseas and is an Australian Citizen.
  - Passport and Visa – if the child was born overseas and not an Australian Citizen. It is also necessary to sight the parents' passports.

If a child was born in Australia and does not hold an Australian Passport and both parents are born overseas, it will be necessary to sight the parents' passports.

Please note: Not all Visa classes are guaranteed placement.

### **Out-of-Area Enrolment:**

An out-of-area enrolment is a student whose permanent and principal place of residence is outside the designated intake catchment.

Places for out-of-area applicants will be considered in relation to enrolment numbers for the whole school and each academic year which can vary for different year groups, given:

1. the number of permanent teaching spaces available;  
(Please note: no additional accommodation – permanent or demountable – will be provided to the school to cater for increased enrolments resulting from out-of-area placements); and
2. that a sufficient enrolment buffer, determined by the department, be left to accommodate possible new in-area enrolments arriving throughout the school year.

Out-of-area applicants will submit the Department of Education *Moving into Year 7 in a New South Wales Government School* form to their primary school or if at a non-government primary school send directly to Inner Sydney High School.

Inner Sydney High School will then contact all parents and carers and provide opportunity to submit additional information to address the selection criteria, listed below, to accompany your Expression of Interest form.

### **Selection Criteria**

Selections will be made as a holistic decision across all criteria. No single criterion will guarantee selection. Criteria for selecting out-of-area enrolment applications may include one or more of the following factors. The factors are not in priority order:

- Proximity
- Compassionate grounds

School will consider:

- A sufficient enrolment buffer exists for eligible in-area enrolments and the school is within its enrolment ceiling
- Availability of appropriate staff and permanent accommodation.

### **Placement Panel**

A placement panel will be formed by the Principal. This panel will be chaired by the Deputy Principal and will include one staff member and one school community member. The panel will meet in Term 2 to discuss and reconcile all applications into a unified rank order. The panel will assess the degree to which each applicant meets the criteria, relative to all of the other out of area applications.

### **Waiting list**

Out-of-area placements at Inner Sydney High School is a competitive process and based on the evidence provided, applicants will be ranked to identify those selected for out-of-area enrolment and for placement on a waiting list.

### **Appeals**

If a parent or carer wishes to appeal against the decision of the school placement panel, the appeal should be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved, the Director, Educational Leadership will consider the appeal and make a determination. The Director will consult with the Principal and the school community, as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Appeals will be assessed in relation to all applications previously considered. The process at Inner Sydney High School will be thorough, exhaustive and fair to all applicants. The procedures are transparent, while upholding the confidentiality of each student's application and submitted documents.

## **Year 7, 8 & 9 Enrolment for 2022**

### **In-Area Enrolment:**

An in-area enrolment is a student who possesses the required documentary evidence that proves their permanent residence is located within the designated intake enrolment area. All new enrolments must provide proof of residential address through the documentary evidence required by this school.

Australian citizens or permanent residents residing within the in-area catchment must complete the form: *Application to Enrol in a NSW Government School*.

This form can be downloaded from the Department of Education at:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/enrolment-application>

This application form along with copies of the following documents are necessary for an application to be processed by the school:

- Documents which confirm your home address is within the Inner Sydney High School in-area catchment.

You will be required to provide documents that add up to a minimum of 100 points (please refer to the *100 Points Residential Proof Checklist* in this document). These documents must be in the family name for the current residential address and must be the originals or certified true copies. In some circumstances the placement panel may request additional documentation to support enrolment applications.

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1. the number of permanent teaching spaces available;  
(Please note: no additional accommodation – permanent or demountable – will be provided to the school to cater for increased enrolments resulting from out-of-area placements); and
2. that a sufficient enrolment buffer, determined by the department, be left to accommodate possible new in-area enrolments arriving throughout the school year.

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- Copies of school reports for at least the last 12 months
- Evidence addressing the selection criteria detailed below. You may also include results of external competitions and tests or certificates of achievements.

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## **Year 8, 9 & 10 Enrolment for 2023**

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# 100 Points Residential Proof List

All documents **MUST** be in the name of the enrolling parent/carer

Student Name: \_\_\_\_\_

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



## Proof of Student Identity Checklist

The checklist below has been provided to assist with the return of all necessary paperwork.

√	Paperwork to be Returned
	<b>Proof of student's residential address:</b> Refer to 100 Points Residential Proof Checklist.
	<b>Australian Citizens:</b> Birth Certificate or Passport
	<p><b>Non-Australian Citizens:</b> If your child is a Permanent Resident but not an Australian citizen you will need to provide</p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Current visa and previous visas (if applicable)</li> </ul>
	<p><b>Temporary Visa Holders:</b> If your child is a Temporary Visa Holder you will need to provide:</p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Current visa and previous visas (if applicable)</li> <li>• Authority to Enrol issued by the Temporary Residents Program referred to below)</li> <li>• Authority to Enrol or evidence of permission to transfer issued by the International Students Centre (if holding an international full fee student visa, sub class 571P)</li> <li>• Evidence of the visa the student has applied for (if the student holds a bridging visa)</li> </ul>
	<p><b>If your child has health, disability or other support needs</b> you will need to provide:</p> <ul style="list-style-type: none"> <li>• Copies of medical/healthcare or emergency action plans</li> <li>• Evidence of any disability or other support needs, including any learning support plans</li> </ul>
	<p><b>If your child is the subject of family law matters</b> you will need to provide:</p> <ul style="list-style-type: none"> <li>• Copies of any family law or other relevant court orders</li> </ul>