

# 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 2024

Parents of students enrolled in a NSW public school need to follow the procedures provided by their current primary school. Students enrolled in a non-government primary school seeking to enrol into Inner Sydney High School will need to follow the guidelines set by the Department of Education. <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.**

Further information will be available on the Department of Education Website as the application process is transitioning to an online platform.

#### **Proof of permanent residence**

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

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

You will be required to provide the following documents to support your listed permanent residential address.

**One (1)** of the following:

- Current **Council Rates Notice** and proof of payment OR
- **Current 12-month Rental Lease Agreement** through a registered real estate agent & rental bond certificate (issued by Department of Fair Trading) OR
- **Exchanged contract of sale** with settlement to occur within the applicable school year.

Any **four (4)** of the following documents:

- Electricity bill showing the service address
- Gas bill showing the service address
- Telephone **or** internet bill showing the service address
- Home building or home contents insurance showing the service address
- Motor vehicle registration or compulsory third-party insurance policy showing home address
- Australian Tax Office/PAYG Summary showing home address
- Centrelink payment statement showing home address

Please Note the following documentation will not be accepted:

- Private Rental Agreements
- Driver's licence
- Investment properties
- Statutory Declarations
- Living with relative/friends
- Business premises

## **Supporting Documents**

- 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.

### **Please note:**

Completion of an online application does **not automatically guarantee enrolment**.

- The in-area enrolment panel will finalise all enrolment applications.
- The applicant's given address is understood to be the point from which they leave in the morning and their destination in the afternoon.

- The name on the documentation must be in the name of the legal guardian.
- To establish guardianship, the school will need photo identification, papers from the Guardianship Board or Family Law Court, if living with an adult other than a parent or in the case of parental separation.
- Penalties may apply for providing false or misleading information to a school when making an application for enrolment.
- If false or misleading information is given, the enrolment application may be revoked.
- The child's permanent residential address should remain within the catchment area for at least 12 months after commencing school. The Director, Educational Leadership will be consulted with any changes to the address and may affect the child's enrolment status at the school.

### **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.

Parents of students enrolled in a NSW public school need to follow the procedures provided by their current primary school. Students enrolled in a non-government primary school seeking to enrol into Inner Sydney High School will need to follow the guidelines set by the Department of Education.

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

### **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 & 10 Enrolment for 2023

### In-Area Enrolment:

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Australian citizens or permanent residents residing within the in-area catchment must complete an 'Application to Enrol in a NSW Government School'. The link is available from the Department of Education or via the Enrolment page of the Inner Sydney High School website.

### Proof of permanent residence

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 permanent residential address is within the Inner Sydney High School in-area catchment.

You will be required to provide the following documents to support your listed permanent residential address.

**One (1)** of the following:

- Current **Council Rates Notice** and proof of payment OR
- **Current 12-month Rental Lease Agreement** through a registered real estate agent & rental bond certificate (issued by Department of Fair Trading) OR
- **Exchanged contract of sale** with settlement to occur within the applicable school year.

Any **four (4)** of the following documents:

- Electricity bill showing the service address
- Gas bill showing the service address
- Telephone **or** internet bill showing the service address
- Home building or home contents insurance showing the service address
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Please Note the following documentation will not be accepted:

- Private Rental Agreements
- Driver's licence
- Investment properties
- Statutory Declarations
- Living with relative/friends
- Business premises

## Supporting Documents

- 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.

### **Please note:**

Completion of an online application does **not automatically guarantee enrolment**.

- The in-area enrolment panel will finalise all enrolment applications.
- The applicant's given address is understood to be the point from which they leave in the morning and their destination in the afternoon.
- The name on the documentation must be in the name of the legal guardian.
- To establish guardianship, the school will need photo identification, papers from the Guardianship Board or Family Law Court, if living with an adult other than a parent or in the case of parental separation.
- Penalties may apply for providing false or misleading information to a school when making an application for enrolment.

- If false or misleading information is given, the enrolment application may be revoked.
- The child's permanent residential address should remain within the catchment area for at least 12 months after commencing school. The Director, Educational Leadership will be consulted with any changes to the address and may affect the child's enrolment status at the school.

### **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 must complete an 'Application to Enrol in a NSW Government School'. The link is available from the Department of Education or via the Enrolment page of the Inner Sydney High School website.

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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.

#### **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.

## Year 8, 9, 10 & 11 Enrolment for 2024

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