



Beverly Hills Girls High School

Providing quality education for young women

ENROLMENT PROCEDURES

August 2019

Enrolment Principles and Guidelines

The school's enrolment policy has been developed to meet the needs of the local community. This policy has been developed in accordance with the Department of Education Policy *Enrolment of Students in NSW Government Schools: Policy update, July 2019*.

The enrolment of students at Beverly Hills Girls High School will take into account the following principles:

- Students are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.
- Students living in the intake area will be enrolled in accordance with the policies of the Department of Education (DoE). The boundary of our intake area is clearly marked on the School Catchment Map from the DoE Demographer (attached).
- The decision on where to enrol a student and, with what level of support, will depend on a number of factors, including the student's educational needs, the express desires of parents, the capacity of the system to provide the level of support services required generally and at a particular location, and the availability of support services at alternative locations.
- In the context of the above principles and their application, which constrain an individual's choice of provision, no person will be discriminated against in the enrolment on the grounds of their gender, age, race, religion, ethnicity, disability, sexual preference or marital status.

Enrolment Processes and Procedures In-area Enrolment

Students are enrolled at Beverly Hills Girls High School in accordance with the guidelines of the NSW Department of Education. A student is entitled to enroll at Beverly Hills Girls High School if the child's permanent and principal place of residence is situated within the designated intake area and the child is eligible to attend school.

Beverly Hills Girls High School shares an enrolment boundary with Kingsgrove North High School, Peakhurst High School GRC and St Joseph's Banks High. Where parents have students enrolled in one school and wish to move to the other, extenuating circumstances will need to be provided to support a new enrolment application. Other members of the enrolment panel will be decided on a case-by-case basis at the discretion of the receiving Principal.

Enrolment Cap

Each school year an enrolment cap is established for the enrolment of students based on available permanent accommodation

Once this number of enrolments has been reached, in general, children who do not live within the designated intake area will not be enrolled.

Enrolment Buffer

Within the enrolment cap, a buffer is determined in order to accommodate in-area students arriving throughout the year. The size of the buffer is based on historical data, enrolment fluctuations and on the number of families moving in and out of the area.

Proof of Residency

The school will seek evidence demonstrating that the child's place of residence is within the designated intake area and uses a 100-point residential address check to determine student's entitlement to enrol at the school (See Figure 1.0).

Please be aware of the following paragraph on the front page of 'Application to enrol in a NSW government school' which states:

'Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.'

Please also note the following:

A child enrolling at Beverly Hills Girls High School is required to live with his/her parents or legal guardians. Staying with a relative or friend does not qualify a child as "a resident". Proof of Guardianship must be supported by the relevant papers endorsed by the Family Court of Australia.

Applicants are required to be permanently residing in the designated intake area at the time of making an application to the school.

If the child's place of residence changes at any time after your child commences school, the child's parent or guardian must notify the school immediately so that the school records remain accurate.

Figure 1.0 1OD-point residential address requirements

Document showing the full name of the child's parent	Points
1. Only one of (i.e. 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
1. Any of the following <ul style="list-style-type: none"> 1.1. Private rental agreement for a period of at least 6 months 1.2. Centrelink payment statement showing home address 1.3. Electoral roll statement 	20 each
1. Any of the following documents <ul style="list-style-type: none"> 1.1. Electricity or gas bill showing the service address* 1.2. Water bill showing the service address* 1.3. Telephone or internet bill showing the service address* 1.4. Drivers licence or government issued ID showing home address* 1.5. Home building or home contents insurance showing the service address 1.6. Motor vehicle registration or compulsory third party insurance policy showing home address 1.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this * up to 3 months old	15 each

Non-Australian Citizens

Non-Australian citizens holding a visa granting permanent residence, New Zealand citizens holding a current New Zealand passport and permanent residents of Norfolk Island are eligible for enrolment and are not liable to pay the Temporary Visa Holders Education Fee. The school must sight the originals of passports and other travel documents and record the details of these documents before enrolment.

Applicants in this category are required to be permanently residing in the designated intake area at the time of making an application to the school.

Siblings of children currently enrolled at Beverly Hills Girls School not living in the designated intake area, will have to make an application as an out-of-area enrolment. Offers to out-of-area applicants may only be made when places are available within the school's enrolment cap and buffer.

Out-of-area enrolments

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

Criteria for selecting out-of-area enrolment applications may include one or more of the following factors. The factors listed are in priority order:

- a sufficient enrolment buffer exists for eligible in-area enrolments and the school is within its enrolment cap
- availability of appropriate staff and permanent accommodation
- siblings of students currently enrolled in the school
- desirability for single sex education
- compassionate grounds.

Enrolment panel

The Beverly Hills Girls High School Enrolment Panel considers and makes decisions on out-of-area enrolment application. The enrolment panel comprises:

- one Deputy Principal
- one staff member
- one school community member nominated by the school's Parents' and Citizens' Association and if required
- Community Liaison Officer, Schools as Community Centre Facilitator and/or School Administration Officer

The Enrolment Panel is chaired by the Deputy Principal who has the casting vote. Decisions made by the Enrolment Panel must be made within the criteria for out of area enrolment noted above. The enrolment panel will keep minutes of meetings which are available to the Principal and Director, Educational Leadership on request.

Waiting list management

Where the number of applicants exceeds the number of available places, the Enrolment Panel will meet and prioritise applicants in accordance with the specific priority areas mentioned above. Parents will be informed of their position on the waiting list.

Waiting list management

Out-of-area students will be requested to submit an application for out-of-area enrolments by 31 July. Applications received by 31 July will be placed on a waiting list. The enrolment panel will determine the priority of each application. The priority order of the waiting list will be reviewed periodically.

Appeals

The purpose of an appeal is to determine whether the stated criteria have been applied equitably. Appeals against a decision of the Enrolment Panel should be made in writing to the Principal. The Principal will consider the appeal and make a determination. The parent will be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is Director Educational Leadership.

Document history and details Approval

date

5 August, 2019

Approving Officer

Maria Iemma, Principal, Beverly Hills Girls High School

Implementation Date

Term 3, 2019

Documents Following: **Document A: Beverly Hills Girls High School Catchment Area Map**

Beverly Hills Girls High School Catchment Area Map

