



# ASHFIELD BOYS HIGH SCHOOL POLICY

## Enrolment Policy

### Educational Context

The NSW Department of Education (DoE) requires that schools have an enrolment policy which aligns with its policies and procedures. The central aim of the Ashfield Boys High School (ABHS) enrolment policy is to provide equity and meet the needs of students and parents in our community. This policy should be read in conjunction with the DoE policy, *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy* (August 1997), which is available on the DoE website. [www.det.nsw.edu.au](http://www.det.nsw.edu.au)

### General Principles Governing Enrolment in NSW DoE Schools

- A student is considered to be enrolled when an *Application to enrol in a NSW Government School* has been completed by one or both parents or caregivers, the student's name entered on the ERN system and the student presents in attendance.
- A student can only be enrolled at one school at any given time.
- Students are entitled to be enrolled at the DoE school that is zoned as the designated area for their permanent primary place of residence, i.e. their "local area".
- The "local area" is determined by the DoE through a process involving the Director Educational Leadership and the Priorities Directorate.
- The requirements of Work Health and Safety will be considered before any student is enrolled into the school. Risk assessments may be considered and required prior to the student starting at the school.
- Schools are required to have a written policy which states the grounds on which a student considered to be a "non-local area" enrolment will be accepted.
- Acceptance of "non-local area" enrolments will be considered against published criteria as well as the availability of appropriate staff, subject choice and permanent classroom accommodation.
- The policy and criteria are expressed in plain English and will be translated into other languages where necessary.

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## Documentation required for enrolment

Parents seeking enrolment for their son must provide bona fide evidence of permanent primary place of residence. The table below lists possible types of documentation. The total of documentation required must equal or exceed 100 points.

- All documents **MUST** be in the name of the enrolling parent/caregiver.
- At least **ONE Category A** document is required
- A copy of the original documents is acceptable but the enrolment officer must sight the original to confirm that the copy is accurate
- All documents must be current
- Statutory declarations must be signed by and before a Justice of the Peace or will not be accepted
- The Principal reserves the right to request additional documentation or information where required to determine a permanent residential address
- Please note that the school may contact third parties listed in documentation to verify the validity of the information provided

Documentation providing proof of age of the student, such as a birth certificate or passport, is required upon acceptance of enrolment.

### Documents Not Accepted:

- Documents printed off the internet (e.g. Drivers licence change of address labels) are not acceptable
- Personal references are not valid forms of evidence

## Documentation required and their Points value

### 1. Only one of (i.e. no additional points for additional documents) – 40 points

- 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.

### 2. Any of the following - 20 points each

- 2.1 Private rental agreement for a period of at least 6 months
- 2.2 Centrelink payment statement showing home address
- 2.3 Electoral Roll statement

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## 3. Any of the following documents – 15 points each

- 3.1 Electricity or Gas bill showing the service address\*
- 3.2 Water bill showing service address\*
- 3.3 Telephone (not mobile) or internet bill showing the service address\*
- 3.4 Drivers licence or government issued ID showing home address\*
- 3.5 Home building or home contents insurance showing the service address
- 3.6 Motor vehicle registration or compulsory third party insurance policy showing home address
- 3.7 Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.

\* Up to three months old

## Discrimination in Enrolment

No student will be discriminated against in enrolment on the basis of sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

## Enrolment Numbers

Enrolment numbers cater for anticipated local demand and seek to ensure that every eligible local student has a place at his local school if he chooses to attend it. From 2019 the NSW Department of Education set mandatory enrolment caps and buffers for all schools. The enrolment cap for Ashfield Boys HS is currently 760 students.

## Enrolment Buffer

Within the enrolment cap, there is a buffer of 5% of the student population to accommodate local students arriving throughout the year. The size of the buffer is based on historical data, enrolment fluctuations and the number of families moving into or out of the area. This buffer takes into account the high level of residential apartment construction in the ABHS local enrolment area at present. Places in the buffer are not offered to non-local students.

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## Placement Panel

The school has a placement panel to consider and make recommendations on all non-local enrolment applications. The panel consists of a member of the School Executive or Year Adviser, the enrolment officer and where practical and appropriate a school parent or community member from the P&C.

In assessing applications, the panel will consider only those matters presented with the *Application to enrol in a NSW Government School*. Members of the panel must declare conflicts of interest and may not be involved in decisions where they have a conflict.

## Applications for the Gifted and Talented Class (GAT)

Parents seeking placement in the GAT class should complete an *Application to Enrol in a NSW Government School* like any other enrolment. As well as the normal enrolment process, parents should complete an application for GAT class placement. This application will be assessed by the GAT coordinator as part of the school's class formation process. Application forms for the GAT class can be found on the school's website or obtained from the Administration office.

## Non-Local area Enrolment applications

DoE policy states that "the primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation".

Decisions made by the placement panel will consider the enrolment cap and the buffer retained for local students. Also, the availability of appropriate staff, subject availability, permanent classroom accommodation and specialist rooms is factored into assessing non-local enrolments.

Parents may apply for a non-local enrolment in addition to their designated local school. A separate Enrolment Application form is required for each school.

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## Applying for Out of Area Enrolment

Parents seeking enrolment “out of area” should complete an online *Application to Enrol in a NSW Government School* and include relevant written documentation outlining their reason/s for seeking enrolment outside of the “local area” in accordance with this policy’s criteria. If desired, parents may attach additional supporting information along with the online enrolment application or alternatively, forward this to the school separately.

In 2014 the whole school community contributed to the creation of the following vision statement for Ashfield Boys High School:

*At ABHS our vision is that every boy is inspired to achieve personal excellence and reach his full potential as a happy, resilient, connected and ethical man who is equipped to be a success and have a positive impact on the future.*

The criteria for out of area enrolment are based on the values that underpin this vision.

Criteria for out of area selection include:

1. Commitment to academic excellence and personal best
2. Commitment to the school's ethos of leadership and social development
3. Consistent effort, good behaviour and citizenship
4. Participation in extracurricular activities
5. Preference for a single sex schooling environment
6. Siblings already enrolled at the school
7. Documented valid and significant special or compassionate circumstances
8. Geographic proximity to the school site
9. Existing connections to the school community

Successful out-of-area applicants often fulfill more than one of the above criteria. Achievement of a single criterion is not an automatic guarantee of acceptance. Different criteria hold different significance in some cases, and weighting of criteria is not always set or equal. The school Placement Panel will make its decision on individual cases and examine each application against the criteria holistically. Parents will be provided with a written explanation of the decisions of the placement panel if formally requested in writing.

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## **Offers of 'non-local' area Placement**

Where the placement panel decides to approve non-local enrolment of a student, offers will be made by letter requiring a parent or caregiver to notify the school of acceptance or otherwise, within 14 days from the date of the letter. After this period the offer non-local enrolment will lapse.

## **Waiting Lists**

Waiting lists may be established for non-local applications. Parents will be advised in writing if their son is to be placed on a waiting list. Non-local students will be placed on a waiting list according to the achievement of selection criteria as assessed by the placement panel. Waiting lists are active for one year.

Non-local students leaving ABHS to enroll at another school, who subsequently wish to return to the school at a later date may be placed on the waiting list. Previous enrolment at ABHS does not guarantee automatic re-enrolment for non-local students.

## **Appeals**

The purpose of an appeal is to determine whether the stated criteria have been applied fairly. Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved at the school level, the Director Educational Leadership, Canterbury Network will consider the appeal and make a determination.

## **Transferring Students**

Students presenting for enrolment who have previously been enrolled in a government or non- government school, interstate or in New Zealand may be enrolled at the school at any time if they are "local area" enrolments.

## **Enrolment of Non-Australian Citizens and International Students**

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International students seeking enrolment in a NSW DoE school should contact DE International directly. See the DoE information and procedures for International Students outlined at: <https://www.deinternational.nsw.edu.au/>

At the time of publication Ashfield Boys High School is not accepting applications from International students.

## Refusal of Enrolment

The Principal may refuse to enrol a student on the basis of previously documented violent behaviour.

In accordance with the Education Act, the enrolment of a student at a government school may be terminated if the student was enrolled as a result of false information or a false document provided to the Principal. The parent declaration on page 13 of the *Application to Enrol in a NSW Government School* states that “any decision made as a result of this application may be changed” as a result of “false or misleading” information supplied by an applicant.

## Enrolment Records

Information about each student enrolled at the school is recorded only for legal requirements and school administrative purposes (for resourcing, accountability and reporting requirements).

An enrolment register is kept of all students at the school. This register includes:

- the student’s name, address, date of birth, gender and country of birth
- the parent or caregiver’s details
- the date the student enrolled at the school and the class entered
- the date the student leaves or transfers from the school

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## Related NSW Department of Education Policies

Enrolment of Students in NSW Government Schools:

<https://prod65.education.nsw.gov.au/policy-library/policies/pd-2002-0006>

Hyperlinks to DoE policies, templates and resources were active and correct at the time of publication. Hyperlinks will be updated at the time of policy update. All DoE Policies are available on the DoE Portal at: [www.det.nsw.edu.au](http://www.det.nsw.edu.au)

## Forms, templates and files associated with this policy

Application to Enrol in a NSW Government School



Adobe Acrobat  
PDFXML Document



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## Policy status

The current status of this policy is shown below.

<b>Title</b>	Enrolment Policy 2024
<b>Version control</b>	Version 1 2024 All previous versions are superseded
<b>Date tabled at Executive Meeting</b>	Term 1, 2024
<b>Date of Publication</b>	Term 1, 2024
<b>Authorised by</b>	Dwayne Hopwood – Principal Consultation with ABHS P&C, 12 <sup>th</sup> February 2024
<b>Audience</b>	Teaching Staff, SASS staff, Parents, Students, Community
<b>Publishing Mode</b>	ABHS Website and ABHS Intranet
<b>Translations</b>	This policy is in English only
<b>Status</b>	Active
<b>Evaluation</b>	Date of scheduled policy evaluation, Term 1 2025
<b>Contact</b>	We always value your feedback. Please direct any comments about this policy in writing to the school email account citing your name and contact details.  <a href="mailto:Ashfieldbo-h.school@det.nsw.edu.au">Ashfieldbo-h.school@det.nsw.edu.au</a>

**END OF POLICY**