



## **Casula High School Enrolment Policy**

### **1. Local Enrolment Applications**

1.1 Families must live within the Department of Education (DoE) local boundaries for Casula High School to be considered 'local students'. Families can check if they reside within the local boundaries for Casula High School by visiting the NSW Public School Finder website at the link below.

<https://my.education.nsw.gov.au/school-finder>

1.2.1 Families applying for local enrolment must firstly satisfy the DoE 100 point proof of residential address check. (Appendix 1)

1.2.2 Families are also required to provide a birth certificate or passport for the student. International students must have current visa documents and an authority to enrol from DE International.

1.2.3 Applicants who provide false or misleading information on the application to enrol will have their enrolment revoked.

1.3 All students who can demonstrate that they reside within the Casula High School local intake area will be accepted at Casula High School unless:

1.3.1 They do not meet the Australian residency/visa requirements in which case the enrolment must be negotiated through DE International and the Temporary Residents Program

1.3.2 There is a demonstrated history that would suggest that the student presents an unacceptable level of risk of physical and / or psychological harm to members of the school community. In such cases the enrolment will be negotiated in consultation with the Director Educational Leadership

1.4 A local enrolment buffer is maintained each year to accommodate local applicants who may move into the local drawing area throughout the course of the school year.

1.5.1 An enrolment interview is required with the Deputy Principal for the year group concerned to discuss the school's values, educational philosophy, the student's learning needs and student history, extra-curricular programs and school organisation. Student health care needs and learning and support plans will also be discussed.

1.5.2 Once a student has been accepted, all forms will need to be completed and returned to the school and a school uniform purchased. A date for the commencement of the enrolment will be advised once proof of clearance from the previous school is provided.

1.5.3 An enrolment date will not be determined until consultation with the applicant's previous school has been completed.



## 2 Non-local Enrolment Applications

2.1.1 Students residing outside of the DoE local boundaries for Casula High School may be considered for enrolment depending on available space in the year group concerned based on the school's enrolment cap and local enrolment buffer.

2.1.2 An enrolment interview is required with the Deputy Principal for the year group concerned to discuss the school's values, educational philosophy and other expectations, the student's learning needs and history, extra-curricular programs and school organisation.

2.1.3 Once a student has been accepted, all forms will need to be returned to the school and a school uniform purchased. A date for the commencement of the enrolment will be advised once the proof of clearance from the previous school is provided.

### 2.2 Year 7 Non-local Enrolment Policy and Procedures

2.2.1 Non-local enrolment applications will be considered for year 7 when the school has capacity based on the school's enrolment cap and the local enrolment buffer for the year group. Priority will be given to siblings of currently enrolled students where possible.

2.2.2 The number of places available will vary from year to year and will be determined by the school's enrolment cap and local enrolment buffer. **There will be circumstances where non-local applications are unsuccessful due to the fact that the school does not have the capacity to accept the applicant.**

If the demand for non-local enrolment exceeds the number of places available below the enrolment buffer, the school's Non-local Enrolment Panel will consider and make decisions on all non-local enrolment applications against the non-local enrolment selection criteria.

2.2.3 The panel consists of members of the school senior executive, the Head Teacher Welfare and a parent representative nominated by the school Parents and Citizens Association.

The panel usually meets in Term 2 Week 3 to discuss and reconcile all applications into a unified rank order. Most applicants will likely satisfy most of the criteria to some degree. The panel will assess the degree to which each applicant meets the criteria, relative to all of the other non-local applications. It is therefore a competitive process and based on the evidence provided, applicants will be ranked to identify those selected for non-local enrolment, for placement on a waiting list or deemed unsuccessful. Applicants may provide supporting documentation that demonstrates how they meet the non-local enrolment selection criteria. In some cases additional information may be sought from the applicant to clarify their application.



### **2.3 Non-local Enrolment Selection Criteria**

Selection for Casula High School does not depend upon student ability, performance or achievement. Decisions regarding non-local offers of placement will be made across all criteria. No single criterion will guarantee selection, however priority will be given to siblings of currently enrolled students where possible. The criteria below are listed in priority order.

#### **2.3.1 Any non-local enrolment offer is dependent on:**

Siblings currently enrolled at Casula High School

Recent change in the local intake area boundaries

Medical reasons

Safety and supervision of the student before and after school

Compassionate circumstances

Availability of subjects or combinations of subjects

Commitment to learning and the Casula High School ethos

Resources that Casula High School can offer the child to further develop their existing skills and interests

Proximity and access to the school

Structure and organisation of the school

#### **2.3.2 Non Local Enrolment panel**

2.3.2.1 The composition of the enrolment panel is determined locally and will consist of one executive staff member to chair the panel and at least one teaching staff member nominated by the principal and one school community member nominated by the school's parent organisation. Applicants for non-local enrolment must be advised that the panel will include a school community member and all panel members should be asked to confirm they have no conflict of interest when considering the application.

2.3.2.2 The principal is not the chair or the executive member on the panel so that appeals in the first instance may be considered by the principal.

Letters advising of the application outcome will be posted to parents by Term 2 Week 5. Panel members will not discuss applications or procedures with parents. A member of the senior executive who was not a member of the panel, will respond to parent enquiries and provide support with the appeals process if needed.



## 2.4 Appeals

**Appeals must be lodged with the school before Friday of Term 2 Week 7. Appeals lodged after this time will not be considered.**

2.4.1 The Principal will manage, make a determination and respond to all appeals. Applicants will be required to provide more detailed information as to the basis of the appeal. A member of the senior executive will also respond to Glenfield Education Office requests if appeals have been made directly to this office.

2.4.2 The Principal will consider all appeals in Term 2 Week 7 and will review the application and the decision made by the panel. Appeals will not be considered after this date. The progress and outcome of all appeals will be communicated in a timely fashion to Glenfield Education Office. The process at Casula High School is thorough, exhaustive and fair to all applicants. The procedures are transparent, whilst upholding the confidentiality of each student's application and submitted documents.

## 2.5 Checklist for Non-local Applications for Enrolment into Year 7

Parents who live outside the Casula High School drawing area and wish to make a non-local application for enrolment of their child for Year 7 at Casula High School will need to:

2.5.1 **COMPLETE: The Public Schools NSW Expression of Interest Form** – which is issued by your child's primary school. If you do not attend a government primary school you may obtain a form from Casula High School or the Department of Education - Glenfield Office.

2.5.2 **COMPLETE: Section C** of this form – with Casula High School as Choice 1, 2 or 3. (Only Choice 1 applications are considered during round 1)

2.5.3 **PROVIDE: Supporting Documentation** Applicants are encouraged to provide supporting documentation with a maximum of 4 pages of evidence that demonstrates how the applicant meets the non-local selection criteria listed on page 2 of this document. Applicants are also requested to attach a copy of their child's most recent school report (Do not send originals).

**Please Note: Selection for Casula High School does not depend upon student ability, performance or achievement.**

2.5.4 **Return** your completed Expression of Interest form including additional supporting documentation by Friday Term 1 Week 8

2.5.4.1 Direct to your primary school, if you attend a government primary school

2.5.4.2 Or directly to Casula High School if your child attends a non-government primary school

2.5.4.3 **Non-Government primary school applications should be addressed to:**

Mr Gareth Smith  
Principal  
Casula High School  
PO Box 53, Glenfield NSW 2167

All correspondence will need to be received no later than the close of business on Friday Term 1 Week 8. Please do not send DVDs, power point presentations as the enrolment panel will not consider digital material. Please do not send original copies of certificates or documents as this material cannot be returned.



### **3 The Enrolment Cap**

3.1 The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. The enrolment cap determines whether a school may or may not have the capacity to accept non-local enrolments. It is not a target or limit on the number of local enrolments a school can take. Each school, such as Casula High School with a local intake area will have a cap set by the Department of Education.

3.2 Within the enrolment cap, a number of enrolment places (the buffer) must be kept aside for the likely number of local students who will need to enrol during the year. For this reason, Casula High School will not take non-local students once we have reached our buffer, unless there are exceptional circumstances.

3.3 The Principal, has the discretion to cancel a non-local enrolment if the family has not provided an application to enrol or confirmed acceptance of the offer by the date indicated on the non-local placement offer.

Should you have any questions about your application please feel free to phone the school on  
(02) 9602 4320.



## Appendix 1

Families planning to enrol their child at Casula High School will be asked to complete the 100 point residential address check to confirm they live within Casula High School's designated intake area. Parents will need to provide documents to verify the child's current address.

Document showing the full name of the child's parent	Points
<ol style="list-style-type: none"><li>1. Only one of (i.e. no additional points for additional documents)<ol 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></ol></li></ol>	40
<ol style="list-style-type: none"><li>2. Any of the following<ol 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></ol></li></ol>	20 each
<ol style="list-style-type: none"><li>3. Any of the following documents<ol style="list-style-type: none"><li>3.1 Electricity or gas bill showing the service address*</li><li>3.2 Water bill showing the service address*</li><li>3.3 Telephone or 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></ol></li></ol>	15 each

\*Up to three months old