

## Enrolment Policy

Killara High School is one of this state's outstanding secondary schools for girls and boys. Its record of success over more than three decades is, in part, testimony to the support of parents and families in the local community.

Killara High School has a designated local enrolment intake area. Those students that reside within this geographic enrolment zone may apply as a local enrolment. All families residing outside the designated enrolment area must make a non-local enrolment application. Please check your address on **School Finder** (located on the school website).

### Enrolment from Year 6 to Year 7 (2024)

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 in 2024***. This form is distributed by your local government primary school during Term 1.

Students enrolled in a non-government primary school seeking to enrol at Killara High School will need to download the form from the Department of Education or contact our Enrolment Officer through the school administration office.

Non-local applications need to address the non-local enrolment criteria stated in this policy under the section titled **Non-Local Enrolment Years 7 to 12**.

We cannot guarantee that **Non-Local Year 6 to Year 7 Enrolments** who have an older sibling currently enrolled at Killara High School in Years 7 to 11 will be offered a place if the family no longer resides in area.

### Local Enrolment Years 7 to 12

A local enrolment is a student who possesses the required documentary evidence which proves their permanent residence is located within the designated local enrolment intake area. All new enrolments must provide proof of residency through the documentary evidence required by the school.

Applicants residing in the school's designated local area should complete either an online application or submit the form *Application to enrol in a NSW Government School*.

Return the application form to the school with copies of the following documents which are all necessary for an application to be processed:

- Documents which confirm your home address within our enrolment intake area to the value of **100 points**, as per the *NSW Department of Education 100 point Residential address check*.

These documents must be in the family name for the current residential address and must be originals or certified true copies. In some circumstances the school may request additional documentation to support enrolment applications.

- Contract of Purchase or Council Rates Notice **OR**
- Current Residential Property Lease **and** accompanying rental bond receipt from the Department of Fair Trading.
- Other documents (to make up the 100 points) which could include:
  - Current utility accounts e.g., electricity, gas, water, internet, telephone
  - Current vehicle registration certificate
  - Electoral enrolment card or bank statement
  - Current letter from either the ATO, Centrelink, or Medicare Statements in the family name for the current residential address
- Copies of school reports for at least the last 12 months.
- Proof of identity of student's residential status - passport or birth certificate. Visa status of non-Australian citizens will be checked with regard to fees to be paid to the Government (Temporary Residents Program). Please see also Temporary Visa Holders Section of the Policy. Temporary residents may only be enrolled if the school can accommodate the enrolment.

Guardianship arrangements for prospective students will need to be confirmed with the school by the students' parents.

### **Non- Local Enrolment Years 7 to 12**

A non-local enrolment is a student whose permanent residence is outside the designated local enrolment area.

Places for non-local applicants will be considered in the light of whole school and each academic year's enrolment numbers which can vary for different year groups, given:

1. the number of permanent teaching spaces available, and
2. that a sufficient enrolment buffer, determined by the Principal, be left to accommodate possible new local enrolments throughout the school year.

**Where appropriate**, applications from prospective non-local applicants will be considered by the Placement Panel which consists of the Deputy Principal, a staff member (in charge of enrolments) and a parent representative. The Panel meeting is held each term in **Week Six**. The Principal of the NSW Board of Jewish Education will be co-opted as required to confirm the credentials of applicants to study Hebrew.

Non-local enrolment applications will be considered with reference to each applicant's residential address and the following criteria:

- Dire compassionate circumstances verified by a government agency or service such as Family and Community Services, Area Health Service, or Courts
- Siblings of a child **currently** enrolled at Killara High School. We cannot guarantee that students who have a sibling currently enrolled at Killara High School in Years 7 to 11 will be offered a place if the family no longer resides in area.
- Study of Hebrew (applies only to students entering into Year 7). In the case of the study of Hebrew there must be:

Evidence of continuity of study prior to enrolment at Killara (6 years)  
Commitment to study Hebrew at least in Stage 4 (Years 7 & 8)

**Please note: Satisfying one or more of the above criteria does not guarantee enrolment.** Offers of enrolment to non-local applicants may only be made when places are available.

An interview with the parent/carer and student with the Principal (or delegate) will finalise the enrolment process. A starting date will be confirmed only at this time.

A waiting list for each academic year may only be established if there are realistic expectations of places becoming available for non-local applicants. The waiting list will be current for one year.

#### **All local and non-local applicants must also supply the following:**

Documents that confirm medical conditions experienced by the student and a current medical plan from a General Practitioner.

This includes anaphylaxis, asthma, allergies and all serious medical conditions. The Department of Education requires parents to provide full disclosure of all medical conditions and appropriate documentation.

**Please note:** the Department of Education requires all students with anaphylaxis to carry an up-to-date Epipen auto-injector and ASCIA Anaphylaxis Personal Plan with them at all times. The plan should be wrapped around the Epipen box and secured with a rubber band.

#### **False or Misleading Enrolment Information or Practices**

The Application to Enrol in a NSW Government School requires the applicant to declare the information provided is correct. It also makes it clear the provision of false information can result in the enrolment being reversed. Any decision to reverse an enrolment needs to take into account the specific circumstances of the matter. This includes determining if the student was an “out of area enrolment” and whether acceptance of the enrolment application has resulted in the student gaining entry at the expense of other prospective students.

Section 34A of the Education Act 1900 provides that the Director-General may terminate the enrolment of a child at a government school who is not entitled to be enrolled at the school if the child was enrolled as a result of false information or a false document provided to the Principal. This power has not been delegated to principals. Advice is sought from Legal Services before a decision is made to terminate an enrolment under section 34(4) of the Act.

If a person knowingly provides materially false or misleading information to a school when making an application for enrolment, this may be an offence which has a penalty of up to 2 years imprisonment, \$22,000 fine or both (Section 307B of the Crimes Act 1900)

#### **Appeals**

Where a parent 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 Public Schools NSW will consider the appeal and make a determination. The Director Public Schools NSW will consult with the Principal and school community, as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

## Temporary Visa Holders

Temporary residents may be enrolled at a school if the school can accommodate the enrolment. If a school is at capacity, temporary residents must be referred to the next available school/s that can accommodate the enrolment. Please email the school to determine our current capacity for Temporary Visa Holders.

The Temporary Residents Program administers the enrolment of dependant temporary resident students in all New South Wales government schools. A temporary resident student is not permitted to enrol in any NSW government school for any period unless an *Authority to Enrol* has been issued by the Temporary Residents Program. Following the issue of an Authority of Enrol, follow the procedures outlined above for Australian Residence enrolment.

- For further information, please contact the Temporary Residents Program on 1 300 300 229 or visit:

<https://www.deinternational.nsw.edu.au/study-options/study-programs/temporary-residents>

## International Student Visa Holders

We do not accept International Students who are the Primary Visa Holders (Visa Subclass 500P). Killara High School is unable to enrol any dependents of international students, if we are at enrolment capacity.

**DE International** is responsible for the enrolment of International Students in NSW government schools and administers the following programs:

- International Students - HSC Graduate Program (visas 571P and 500P)
- Temporary Resident Program (TRP) - students on Visas other than 571P or 500P including dependents of both 500P visa holders and guardian 590P visa holders
- For more information, please visit:  
<https://www.deinternational.nsw.edu.au/study-options/study-programs/international-student-program>