



JERRABOMBERRA HIGH SCHOOL

Enrolment Procedures (2022-2023)



Jerrabomberra High School Enrolment Procedures

General Enrolment Principles

1. Compulsory school aged students are entitled to enrol at the local school the student is eligible to attend if their home is within that school's local intake area
2. Parents may apply to enrol their child in a school of their choice, however acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.
3. School intake areas are determined by the Department of Education
4. The enrolment cap for Jerrabomberra High School is XXX
5. A buffer of 5-10 places per academic year group will be maintained to ensure we do not exceed our Enrolment Cap when the school is at full capacity (2027)

Local Enrolment Procedures (students within the intake area of the school)

1. A student who resides within the intake area for Jerrabomberra High School will be accepted provided they can prove permanent residency. 100 points of identification is required to support local enrolment applications. Please refer to "proof of address" chart below for relevant evidence.
2. Parents/Carers contact with the school and complete an Enrolment Enquiry Form. In addition to the 100 points of identification, parents/carers are asked to provide a copy of the child's birth certificate, last two school reports (Year 8 – 12 only) and any other relevant documentation.
3. An application to Enrol in NSW Government Schools form will be issued
4. Jerrabomberra High School will contact the child's previous school to request information including health care, attendance and behavioural documentation. The school counsellor may contact the former school to request the student's counsellor file where applicable.
5. Parents and students will be expected to attend an enrolment interview with the Principal or Deputy Principal with the exception of students starting at the beginning of Year 7. The purpose of the enrolment interview is to ensure all documentation has been collected and that the student is placed in an appropriate class and electives.

Overseas Enrolments

Visitors to Australia who wish to study at a New South Wales government school must make an application through the Temporary Residents Program. For detailed information regarding the current fee structure and enrolment procedures, please visit www.internationalschool.edu.au

Non-Local Enrolment Procedures (students outside the intake area of the school)

A student who resides outside the intake zone for Jerrabomberra High School, regardless of which primary school they attend. Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level. Parents/carers are required to complete and submit a Non-Local Application.

Where demand exceeds availability of enrolment spaces, a placement panel will consider non-local applications. They will determine the students who will be offered a place for enrolment and the remainder will be declined and placed on a waiting list. If a student is to be offered an enrolment place, the Deputy Principal will arrange an appointment as soon as possible. The parent/carer will be provided with the enrolment package at this interview.

Criteria for Non-Local Placement

Non-local placement criteria may include:

- siblings already enrolled at the school
- proximity and access to the school
- access to single-sex education
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- compassionate circumstances
- structure and organisation of the school
- recent change in the local intake area boundaries

Placement Panel

- For students applying for non-local enrolment in Years 7-12, the placement panel will consist of the Deputy Principal responsible for the student's year level, a parent representative and a staff representative.
- For Year 6 students applying for enrolment the following year, the placement panel will consist of the Deputy Principal responsible for the student's year level, a P&C and staff representative

Waiting List

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies.

Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the Principal and sets out the grounds of the appeal. If necessary, the Principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the Principal is not on the enrolment panel, the Principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership. The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.

Enrolment Documentation

When you return your application form, you will also need to provide documentation for the 100-point residential address check (see table below for accepted documents), as well as a copy of the student's birth certificate or passport and their immunisation statement. In addition, if the student has a Health Care Plan this will also need to be provided to the school. If there are any court orders relating to the student, a copy of these should also be provided on enrolment.

A checklist has been included below to assist with the collection and provision of enrolment documentation.

100 Point Residential Address Check Information

Schools that are at or nearing their local enrolment buffer as calculated in accordance with sections 9.1 and 9.2 will use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 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
2. Any of the following 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	20 each
3. Any of the following documents 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone 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	15 each

*up to three months old. **that is current or has expired within the last 3 months.

Enrolment Documentation Checklist

- Completed and signed application form
- 100 points of proof of residential address
- Birth certificate or passport
- Immunisation Statement
- Health Care Plan
- Court Orders

Please return completed and signed enrolment application and enrolment documentation in one of the following ways:

- Complete online enrolment via Jerra-h.schools.nsw.gov.au **OR**
- Mail to Jerrabomberra High School PO Box 299, Jerrabomberra NSW 2619; **OR**
- Scan and email to jerra-h.school@det.nsw.edu.au.

If you have any queries or require further information please send an email to jerra-h.school@det.nsw.edu.au and we will be in contact to provide assistance.