



PORT HACKING HIGH SCHOOL ENROLMENT POLICY

The school's local area is determined by the Department of Education (DoE). In accordance with the Education Reform Act 1990, this school will seek to ensure that every eligible local child will have a place at Port Hacking High School (PHHS), if he or she chooses to enrol here. In an endeavour to create an optimum learning environment, PHHS has determined the following enrolment policy to ensure a learning environment which maximises learning opportunities for all students.

PROCEDURES

VERIFICATION OF RESIDENCY

For a student to be enrolled as a local placement, parents/carers will be asked to provide **100 points** of evidence as per the General Guidelines below. The student's address must be their principal place of residence and may be subject to verification by the school.

GENERAL GUIDELINES

- All documents **MUST** be in the name of the enrolling parent/carer, have the current residential address and must be originals or certified true copies;
- All documents must be current and;
- Personal references are not considered.

DOCUMENTATION

Document showing the full name of the child's parent	Points
1. Only one of the following: 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 documents 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 (up to 3 months old) 3.2 Water bill showing the service address (up to 3 months old) 3.3 Telephone or internet bill showing the service address (up to 3 months old) 3.4 Drivers licence or government issued ID showing home address (up to 3 months old) 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

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**).

If a person provides a statutory declaration he or she knows to be false for the purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment (**Section 25A of the Oaths Act 1900**).

GENERAL PRINCIPLES

1. The school recognises and follows the procedures outlined in **Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (August 1997, updated October 2021)**.
2. The school recognises the importance of its position within the local community and the ease of transport when attending a local high school. For these reasons, the school supports the local enrolment of students.
3. The school rejects any discrimination in enrolment on any grounds; including gender, race, religion, ethnicity, sexuality or physical disability (provided that the school has sufficient support services to deal effectively with the particular circumstances).
4. The school does not believe that it is generally advisable for new enrolments to be accepted in Term 4 of any year.

CRITERIA FOR NON-LOCAL APPLICANTS

Non-local placements will be offered after all local students have been offered.

The school receives a large number of applications from non-local students, particularly for placement into Year 7. All non-local applicants will be considered for enrolment. These students must complete the **Additional Information Application for Non-Local Enrolments** form and return it to PHHS by **3pm Friday 4 April, 2025**. All applications will be stamped with the date of receipt and NO late applications received after that date will be considered. In order to ensure procedural fairness, the panel will not consider additional information that is not submitted at the time of the original application.

The school's placement panel will use this information to determine out-of-area enrolments.

The school will consider accepting non-local enrolments based on the following criteria:

Selection Criteria

- siblings already enrolled at the school
- access to a co-educational school
- proximity and access to the school
- medical reasons
- availability of subjects or combinations of subjects
- students enrolled at local primary school / feeder school
- commitment to learning
- student learning needs
- commitment to ethos, culture and values of Port Hacking High School
- safety and supervision of your child before and after school
- compassionate circumstances
- the structure and organisation of the school
- recent changes in the local intake area boundaries

The principal will ensure that the established criterion is applied equitably to all applicants.

ENROLMENT PANEL

Where demand for non-local places into Year 7 for the following year exceeds availability, a Placement Panel shall be formed by the Principal. The committee will be chaired by a Deputy Principal, an Enrolment Officer and a P&C representative. At other times in the year the Principal or Deputy Principal shall decide on the enrolment of non-local students.

WAITING LISTS FOR PLACEMENT INTO YEAR 7 THE FOLLOWING YEAR

Waiting lists may be established for non-local students in Year 7. Parents should be advised in writing if their child is to be placed on a waiting list and his or her position on it. Students on waiting lists must be in full attendance at another school. As far as possible, the size of the waiting list will reflect realistic expectations of potential vacancies. Waiting lists are current for one year.

APPLICATIONS FOR PLACEMENT IN OTHER CIRCUMSTANCES

- There are sufficient vacancies within the school's establishment limits to accommodate the student while still allowing for possible local enrolments.
- The student has a satisfactory record of attendance, behaviour and progress at the previous school/s of enrolment.
- The student should be able to travel to and from the school in a way that is considered to be reasonable and will not impact on their social and/or academic progress.
- Students should be able to obtain appropriate subjects to allow continuity of study. Suitable subjects are available to allow a relevant continuity of study.
- The student has no history of violence or drug-abuse at the previous school, unless it can be demonstrated that appropriate skills have been learnt to manage these behaviours.
- Students must show an appropriateness of age for the school cohort.

- The school is able to offer adequate human and physical resources to meet the needs of the enrolling student. This will depend heavily upon the student's educational needs and the availability of support services. In some circumstances, the level of support required will make it necessary for the Principal to direct students to an alternative enrolment.

APPEALS

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 consider appeals in Term 2 Week 8.

PROCEDURES FOR ENROLMENT: SUPPORT UNIT

Parents seeking placement in the support unit, the parent/carer will need to complete both an EOI and an *Access Request* which is processed through the local panel procedures. For further information please contact District Office on 9531 3934.

PART-TIME ENROLMENT

Students are generally enrolled in the school on a full-time basis. In exceptional circumstances, however, part-time enrolments may occur. These circumstances might include:

- Students in Years 11 and 12 who choose the HSC Pathway Option to accumulate units towards their HSC over several years;
- Students who undertake some of their studies external to the school and;
- Students with medical conditions enrolling in distance education.

ENROLMENT OF NON-AUSTRALIAN CITIZENS

Non Australian students must hold a visa, and may be enrolled under conditions set out in the booklet "*Conditions for Enrolment of Non Australian Citizens in NSW Government Schools.*" Temporary residents may be enrolled for the period specified on the visa. International students studying in NSW may enrol their school aged dependents. Students on a Visitor's Visa may enrol for a maximum of three months but must arrange their enrolment through the International Students Centre (Ph: 02 9561 8209 or Fax: 02 9561 8613).

This enrolment policy has been developed with the agreement of the Principal, parents and the Director, Educational Leadership (DEL).