



## ENROLMENT POLICY

### Local Enrolment

A local enrolment is a student whose permanent residence is situated within the designated local enrolment area. Please contact Greystanes High School if you would like to check if you are a local enrolment or look up “**School Finder**” on a search engine.

### Year 7 to 12 enrolments

a) Applicants residing in the school’s designated local area should complete and submit the “**Greystanes High School Request for Enrolment Form**” available from Greystanes High School. At this time the Enrolment Officer will confirm that your residence is in the local enrolment area.

b) Greystanes High School will seek evidence demonstrating local resident status. The school requires the completion of a **100 Point Checklist** and this requires the provision of original documentation. Please complete the attached **Residential Address Check** as part of the Request for Enrolment Form.

c) Visa status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).

d) Guardianship arrangements for enrolling students will need to be confirmed with the school by Out of Home School Care or Legal/Court documentation.

#### PLEASE NOTE:

- All documents must be in the name of the enrolling parent/carer and show current residential address. PO Box is not accepted.
  - Original documents are to be sighted.
  - Personal references are not considered.
  - Enrolment may be delayed to confirm ownership through a “Land Title” or “Deed” search.
- e) Consideration may be made for families who are building homes in the catchment area. Enrolment of these students may be considered if the following is provided.
- A Building Contract stating the time of commencement of the building. Ownership of the land without evidence of a building contract will not be accepted.
  - Building contract must be in the name of the parent/carer of the child being considered for enrolment.
  - Building contract must specify work to commence within 3 months of planned date of enrolment.
  - Statutory Declaration stating this will be the family home and not a rental property.

Other supporting documentation maybe requested if necessary to support enrolment.

If an applicant wishes to apply for local enrolment but is living in an arrangement where the required documentation cannot be produced, an offer of enrolment cannot be guaranteed. These applications will be considered on an individual case basis and are subject to available places and the Principal’s approval.

**To enrol in a NSW Government school the applicant must declare the information provided is correct. Provision of false information can result in the enrolment being reversed. Any decision to reverse an enrolment needs to take into account the special circumstances of the matter. This includes determining if the students was an ‘out of area enrolment’ and whether the acceptance of the enrolment application has resulted in the student gaining entry at the expense of other prospective students who may be on a waiting list. Any decision to reverse an enrolment in these circumstances should only be made with the approval of the relevant school director.**

**If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence which has a penalty of up to 2 years imprisonment, \$22,000 fine or both – Section 307B of the Crimes Act 2900. 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.**