



ENROLMENT POLICY

Non Local Enrolment - Year 7 to 12

a) Parents or caregivers living outside the school's designated local area may apply to enrol their child(ren) at the school.

b) Non local applicants should complete and submit the form "**Greystanes High School non-Local Enrolment Request**". This form must be completed and submitted to the Enrolment Officer with all required documentation.

c) Places for non-local applicants will be considered in the light of whole school and each academic year's enrolment figures, given:

- i) the school has not exceeded the 'Enrolment Cap', and
- ii) that sufficient buffers be left to accommodate possible new local enrolments throughout the school year.

d) Applications from prospective students are to be considered by the Deputy Principal of the year group and the Enrolment Officer. The criteria used to proceed to an interview for potential enrolment;

- Availability of subjects or combinations of subjects
- Structure and organisation of the school
- Siblings already enrolled at the school
- Proximity and access to the school
- Medical reasons
- Safety and supervision of the students before and after school
- Compassionate circumstances
- Recent changes in the local intake boundaries

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.

e) If the application is not to be considered, the Enrolment Officer will contact the parent/carer to advise of the decision.

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 student 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 2000. 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.

Appeals

Where a parent wishes to appeal against the decision, the appeal should be made in writing to the principal. The principal will seek to resolve the matter. If the matter is not resolved the Director, Educational Leadership will consider the appeal and make a determination. The Director, Educational Leadership will consult with the principal and school community as necessary. The purpose of the appeal is to determine whether the stated criteria according to the enrolment policy have been applied fairly.