



# ENROLMENT POLICY

## Non-Local Enrolment

A non-local enrolment is a student whose permanent residence is beyond the designated local enrolment area. Please contact your Primary School or 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 6 to 7 enrolment

- 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 “Expression of Interest Placement in Year 7 in a NSW Government School” provided on-line. If your child attends a non-government school, please contact Greystanes High School. This form must be submitted to the school that issued the form to you by the due date on the form.
- 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) Non local applicants should complete and submit the form “**Greystanes High School Year 7 Enrolment Application – Non-Local**” available from Greystanes High School. This must be returned to Greystanes High School for consideration by the Panel at a Panel Placement Meeting. If you seek enrolment after the application deadline, these applications will be considered at panel meetings held periodically throughout the year. Existing applications may not be resubmitted for review at further panel meetings.
- e) Applications from prospective students are to be considered by the School Placement Panel, which will consist of the Deputy Principal supervising Year 7, Year 6 to 7 transition coordinator and a parent representative endorsed by the school P&C.
- f) Non-local enrolment applications will be considered with reference to each applicant’s residential address and the following criteria.

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

- g) Non-local applicants who are made offers of enrolment will be required to complete and submit the form “**Application to enrol in a NSW Government School**” prior to their enrolment being finalised and commencement of attendance at school.
- h) In the event of above expected non local enrolments, a waiting list may be established. Students on the waiting list will be classified as either ‘High Priority’ or ‘Low Priority’.

In the event that the waiting list is exhausted and placements are still available, the panel will reconvene and review all remaining out-of-area applicants. Offers of placement will be made on the basis of the criteria set out above.

**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 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.**

### 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 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.



## Greystanes High School Year 7 Enrolment Application – Non-Local 2025

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|---------------|---|
| <b>Step 1</b> | Complete <b>Secondary Expression of Interest</b> form online.       |
| <b>Step 2</b> | Complete all sections of this form.                                 |
| <b>Step 3</b> | Attach Year 5 reports.  |
| <b>Step 4</b> | Attach NAPLAN results.  |
| <b>Step 5</b> | Submit application to Greystanes High School by <b>8th May 2024</b> |

**Students Name:** \_\_\_\_\_

### Reason for Seeking Out of Area Enrolment

Please tick the appropriate box(es) to indicate reason for seeking out of area application.

<input type="checkbox"/>	Structure and organisation of the school.	<input type="checkbox"/>	Medical reasons.
<input type="checkbox"/>	Availability of subjects or combinations of subjects.	<input type="checkbox"/>	Safety and supervision student before and after school.
<input type="checkbox"/>	Siblings already enrolled at the school.	<input type="checkbox"/>	Compassionate circumstances.
<input type="checkbox"/>	Proximity and access to the school.	<input type="checkbox"/>	Recent changes in local intake area boundaries

Please provide details and where appropriate attach any supporting documentation.