



East Hills Girls Technology High School

Enrolment Policy

INTRODUCTION

Enrolment at East Hills Girls Technology High School is founded on our commitment to ensure enrolment at the school best matches a student's interests, needs and aspirations. While the school welcomes all enquiries for enrolment, the school is not able to accommodate all requests.

This document supports the Enrolment of students in NSW Government schools policy to provide information on the requirements and procedures to enrol students in East Hills Girls Technology High School. This document, therefore, should be read in conjunction with the NSW Government policy located at the following web address: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>.

This policy should also be read in conjunction with the *General Enrolment Procedures* (available at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>).

ENROLMENT PROCESSES AND PROCEDURES

Local (in-area) Enrolments Year 6 into Year 7

Enrolment requests as an Expression of Interest are completed online through the NSW Government primary school. Students attending non-government primary schools should complete an online enrolment application located on our school's website under *Enrolment*.

Local (in-area) Enrolments Year 7-12

All local enrolment requests are required to complete an online enrolment application located on our school's website under *Enrolment*. Our school will then contact the parent regarding the additional information required. As part of the Enrolment Request procedure the school will seek proof of residency. The school uses the NSW Department of Education's 100 point residential address check to satisfy this requirement (as set out on page 9 of the Department of Education's *General Enrolment Procedures* (available at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>, Refer to Appendix 2).

Once the additional information has been verified an enrolment interview is scheduled with a member of the Senior School Executive.

Enrolment Cap and Buffer

The current enrolment cap for East Hills Girls Technology High School is 920. This cap denotes the number of students that the school can accommodate. The school maintains a buffer of 25 enrolment places each year to accommodate new local (in-area) enrolment requests. Enrolments within the buffer will not be offered to non-local (out-of-area) students except on compassionate grounds.

Outside of this enrolment cap, the school offers limited Technology Enrolments to Year 6 into Year 7 students. Information about this enrolment process is published on the school's website in February each year. Technology Enrolment allows for the enrolment of students with significant potential, talent and skills in Technology.

Non-local (out-of-area) Enrolments

All non-local enrolment requests are required to complete an online enrolment application located on our school's website under *Enrolment*. Our school will then contact the parent regarding the additional information required.

Special note: there is no guarantee or implied assurance that siblings of students enrolled as a non-local (out-of-area) student will be offered a place at East Hills Girls Technology High School in the future.

Criteria for Non-local (out-of-area) Enrolment applications

Parents should address the following criteria when making an out-of-area enrolment application. These points are listed below and should be addressed on the online application.

- siblings already enrolled at the school
- availability of subjects or combination of subjects – EHGTHS is a specialist technology high school therefore applicants should provide evidence of technology ability
- compassionate circumstances
- access to single sex education – explain your child's requirements for girls only education
- recent change in the local intake area boundaries
- medical reasons
- safety and supervision of the student before and after school
- proximity and access to the school

Waiting Lists

For Year 6 into 7 enrolments, where the number of enrolments under the cap allows, the Enrolment Panel will prioritise applicants in accordance with the schools published criteria. Parents will be informed of their placement on the Waiting List.

Waiting Lists are not constructed for Year 7-12 at other times. Students who are not successful with their application will be informed that they can reapply at a later date.

Appeals

The purpose of an appeal is to determine whether the stated criteria have been applied equitably. Appeals against a decision of the Enrolment Panel should be made in writing to the Principal. The Principal will consider the appeal, make a determination and the family will be advised of the outcome in writing.