



# East Hills Girls Technology High School

## Enrolment Policy

### INTRODUCTION

Thank you for your interest in our school. Enrolment at East Hills Girls Technology High School is founded on our commitment to ensure our 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 is guided by the Enrolment of students in NSW Government schools policy. It provides 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 for students studying at a government school, 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 8-12 (and Year 7 students from February onwards)

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 30 enrolment places 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 Specialist 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 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. This is due to the enrolment buffer.

### **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.

- Learning and wellbeing needs requiring reasonable adjustments and/or additional education support, including cultural considerations, disability, developmental age, trauma, child protection concerns, medical and individual needs and circumstances
- Siblings already enrolled at the school
- Parent or carer works at the school
- Proximity and access to the school
- Access to single sex education – explain how single sex girls education will benefit your child
- Safety and supervision of the student before and after school
- Availability of subjects or combination of subjects – EHGTHS is a specialist technology high school therefore applicants should provide evidence of current technology ability and interest

### **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.