



Cecil Hills High School

Principal Mark Sutton
50 Spencer Road Cecil Hills NSW 2171
www.cecilhillshigh.nsw.edu.au

Tel (02) 9822-1430
Fax (02) 9822-1436
cecilhills-h.school@det.nsw.edu.au

Expression of Interest to Enrol

Student's surname

Student's first name

Date of birth

Please circle

M

F

Address and suburb

Telephone contact number

Was student born in Australia? YES / NO

Is student an Australian citizen? YES / NO

Which school is the student currently attending?

Which year group is the student applying for?

Reason for applying to enrol at Cecil Hills High School

Elective subjects

Have you received an "N" Award?

Parent(s) names

Date ____/____/____

Cecil Hills High School



Enrolment Policy

Cecil Hills High School is a coeducational school for students in Year 7 to Year 12. Our school is located in south-west Sydney and serves a large drawing area.

Enrolment Panel

Our enrolment panel consists of the principal, the relevant deputy principal and a school community member nominated by the P&C. The enrolment panel is chaired by the principal and determines all enrolment applications.

Enrolment Ceiling and Enrolment Buffer

Cecil Hills High School has an enrolment ceiling based on available permanent classroom accommodation. All non-local applications will be considered. However, as school enrolments already exceed the enrolment ceiling of 1000 students, **non-local applications are not normally accepted**. Each year, the school maintains an enrolment buffer to cater for anticipated local demand, including new families who move into the local enrolment area.

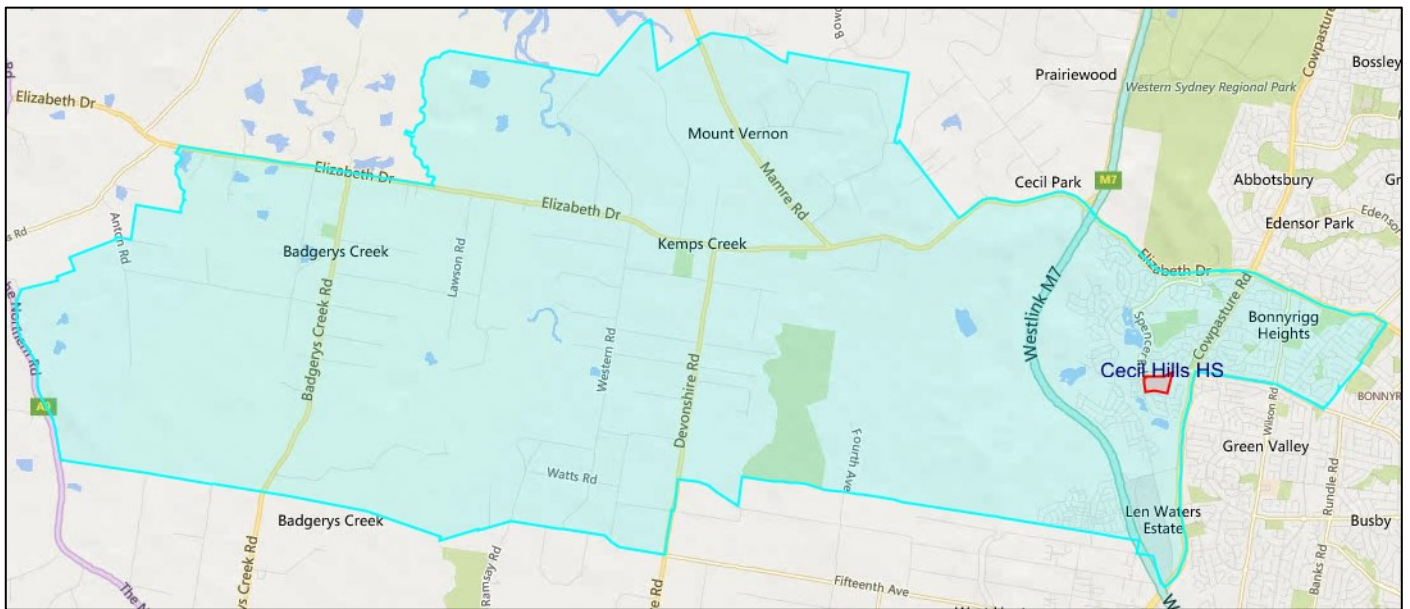
Enrolment Process

- **Year 6 into Year 7**: Parents of a Year 6 student currently attending a NSW government primary school who wish to apply for Year 7 in the following year will be provided with an enrolment form from their primary school which needs to be returned to the primary school. Parents of a Year 6 student in a non-government school must contact Cecil Hills High School directly for further information.
- **Year 7 to Year 12**: Parents of a student in Year 7 to Year 12 who wish to enrol must complete the attached form.

Local Enrolments

The local enrolment area is determined by the NSW Department of Education and may be amended from time to time. A map of the local enrolment area is included below.

The exact boundaries and street names can be checked with the school. Local enrolments are only available for children who reside **permanently** within our local enrolment area. Living with friends or relatives **is not** considered a permanent change of address for enrolment purposes. The principal may request additional documentation to verify residency.



Non-local Enrolments

Cecil Hills High School is a very successful educational institution with strong enrolment demand. A very large number of non-local enrolment applications are received each year for every year group. As the school already exceeds its enrolment ceiling, **non-local applications are not normally accepted.**

The primary criteria for non-local enrolment includes the availability of appropriate staff and permanent classroom accommodation. Criteria for the enrolment of non-local students is written by the enrolment panel. Applications will only be considered if **special circumstances** apply. Special circumstances **may** include the following (please note that this is not an exhaustive list):

- the need for a gender balance in the relevant year group
- evidence of talents and abilities that support the ethos and special programs of the school (as determined by the enrolment panel)
- availability of subjects or combinations of subjects
- the child has siblings already enrolled in mainstream (this does not include the support unit)
- the child has a parent who is a staff member at the school
- overseas fee paying student (as approved by the NSW Department of Education) as assessed on a case by case basis with reference to the local residence of the child

The principal will ensure that the above criteria is applied equitably to all applicants. The criteria will be applied in a **holistic manner**. There is **no implied order created by the above criteria**. In applying this criteria to individual cases, the enrolment panel will consider matters presented in writing only and will not consider oral submissions.

Parents are advised to carefully consider the following before applying to enrol their first child at Cecil Hills High School. It is important for parents to note that:

- a child with a sibling enrolled at the school **does not** have an automatic right to enrolment
- a child who attends a partner primary school **does not** have an automatic right to enrolment

Documentation

Residency refers to the address of the legal guardian with whom the child lives for the majority of the time. It does not refer to another member of the family, such as a grandparent, relative or a family friend. At the time of application, the child must already be living in the school's local enrolment area. Proof of guardianship may be requested. It is a condition of enrolment that the applicant keeps the school updated with regard to their residential address, medical information and emergency contact numbers.

Applications must include **five** of the following documents that contain the legal guardian's name and address. All documents must be current:

1. electricity bill
2. gas bill
3. telephone bill
4. council rates notice
5. water rates

Private rental arrangements will be verified with the Australian Taxation Office, Centrelink, local council or finance body (as relevant). Applicants residing in a rental property must also provide the following:

- original lease
- bond receipt
- electricity / gas bill
- telephone bill

The following **are not** accepted as proof of residence:

- driver's licence
- Centrelink forms

In all cases, the principal must be satisfied as to an applicant's permanent address and eligibility.

Previous schools may be contacted and asked to provide information regarding the child. No application will progress unless that information is made available. Applicants from non-government schools will need to ensure that the school releases this information at the parent's request.

Applicants must also include **two** previous school reports.

Appeals

A decision made by the enrolment panel not to accept an enrolment application may be appealed to the principal. An appeal must be in writing. In accordance with the *Enrolment of Students in Government Schools* policy from the NSW Department of Education, a review may be conducted by the Ringrose Area Office (8848 4900).

Refusing Enrolments

In accordance with the *Enhanced Enrolment Procedures* of the NSW Department of Education, principals may refuse the enrolment of a student on the grounds of previously documented violent behaviour.

These procedures may also apply to applicants who have demonstrated non-serious attempts at the Record of School Achievement (Year 10), Preliminary Course (Year 11) or Higher School Certificate (Year 12).

Enrolment in the Support Unit

Special education students are enrolled by the NSW Department of Education according to a number of policies and procedures, as applied by an external committee. The enrolment panel does not make any decisions in relation to the enrolment of special education students.

Mark Sutton

**Principal
Cecil Hills High School (January 2016)**