

Enrolment Procedures

These procedures have been written with reference to the Department of Education (DoE) Policy document: “Enrolment of Students in NSW Government Schools”. (Updated, 12/04/2023) <https://education.nsw.gov.au/policy-library/policies/pd-2002-0006>

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1.0 Synopsis

This document supports Hunter Sports High School's implementation of the NSW Department of Education's Enrolment of Students in NSW Government Schools Policy (July 2019) and should be read in conjunction with the General Enrolment Procedures.

2.0 Managing Enrolments in Schools

A student is entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice. Acceptance is subject to the child being eligible to attend and the school being able to accommodate the child.

3.0 Enrolment General

The following procedures are to ensure enrolment at Hunter Sports High School caters for the needs of students and is clearly understood by parents and the community.

Compulsory school aged children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.

Hunter Sports High School is a partially selective sports high school and has specific selection criteria for enrolment into our Sports Academy Programs. We also have a Big Picture Academy that has a specialised enrolment procedure.

Hunter Sports High School makes a commitment to ensure all enrolment applications are considered in a timely manner, supporting all of the student's educational needs.

3.1 Enrolment Cap

An enrolment cap for a school is established by the Department of Education, based on available permanent accommodation. The enrolment cap for Hunter Sports High School is 960.

3.2 Local Enrolment Buffer

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. The size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area. The size of the local enrolment buffer is set locally by the principal and approved by the Director, Educational Leadership. It is reviewed annually and set in time for assessing applications for the following year's enrolment intake. Places in the local enrolment buffer are not to be offered to non-local students. The enrolment buffer for Hunter Sports High School is 60, consisting of 10 student places in each year group 7-12.

3.3 Residential Address Check

Under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. However, any requests for proof of address must be reasonable in the circumstances. Schools that are at or nearing their local enrolment buffer will use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ul style="list-style-type: none"> 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year 	40
2. Any of the following <ul style="list-style-type: none"> 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement 	20 each
3. Any of the following documents <ul style="list-style-type: none"> 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this 	15 each

* up to three months old

NB: Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check (NSW Department of Education | PD/2002/0006/01/v1.0.0 10) requirements when assessing a child's entitlement to enrol at the school. If this is to occur, principals are required to seek the approval of the Director, Educational Leadership.

4.0 Local Enrolment Procedures

1. Parents/Carers can contact the front office and ask for an enrolment pack or Parents/Carers can complete an online 'Application to enrol in a NSW Government School' form from Hunter Sports High School or the Department of Education's website. Parents are requested to provide documentation to verify local residency, a birth certificate and the student's last two school reports. If the student is not residing with their parent/s, documentation showing guardianship is also to be provided.
2. Hunter Sports High School will contact the student's former school to request information including health care, attendance and behavioural documentation. The school counsellor may contact the student's former school counsellor to request their student file.

3. Parents and student/s are expected to attend a meeting with the Deputy Principal responsible for the student's year level with the exception of students starting at the beginning of Year 7, where information will be collected from primary schools, and the high school transition team will place students in classes. Subject selections for students in Years 9, 10, 11 and 12 will take place during this meeting.
4. If required, Learning and Support planning will take place to support the student's enrolment at the school. This may require a further meeting with the parent/carer, student, external care and/or service providers and professionals, school and DoE support staff, and may include academic testing.
5. On the first day of enrolment, the new student will be issued with their timetable and will be accompanied by a fellow student mentor. Students must be in full school uniform.

5.0 Sports Academy Enrolment Applications

For our **Sports Academy program**, Parents/Carers can apply online via the Sports Academy section of the Hunter Sports High School website www.huntersports.com.au

Our Sports Academy identifies and strengthens students' skills to develop high performance athletes in their chosen sport. Students participating in a Sports Academy Program undertake specialised development programs in their chosen sport during school time as a school subject. This is integrated with a full academic curriculum which caters for the needs of the elite athlete. Our programs are highly competitive with limited places.

5.1 Selection Procedures

Students can only apply for **one** sports program. Placement in our Sports Academy is dependent on a student demonstrating ALL of the following criteria:

- Talent and skill in their chosen sport
- Capacity to be self-directed and self-regulated
- An ability to work well with a partner and in teams
- A positive attitude to their school studies and education

All students seeking placement in a Sports Academy program are required to submit a completed application to trial form, including school reports from their past two years and the most recent NAPLAN results to Hunter Sports High School. The selection process will include a trial in the nominated sport, fitness testing, as well as an analysis of school reports and NAPLAN results. The acceptance of a student into the Sports Academy program is dependent upon satisfying both schooling and sporting criteria. Hunter Sports High School stages two separate trial days each year:

- **For students who are currently in Year 6** and trialling for Year 7 enrolment the following year, trials are usually held in May.
- **For students who are currently in high school** and looking to transfer to Hunter Sports High School in the following year, trials are usually held in August.

Trial dates and details are published on the Hunter Sports High School website well in advance of each trial period. Trial locations and times are subject to change and parents are

responsible for checking the website regularly for any changes up until the trial date.

Successful applicants will be notified by email and are required to make an appointment with the Deputy Principal responsible for the relevant year group to start the enrolment procedure. Successful applicants are required to pay an annual fee and be available to represent Hunter Sports High School in any Hunter, New South Wales Combined High Schools, New South Wales All Schools Carnival, game or competition for which she/he is selected. Program fees must be paid by the due date to confirm your position in the Sports Academy.

In cases where the applicant is successful but no vacancy exists in the chosen sport or relevant year group, the applicant will be placed on a **waiting list** and parents will be advised of this in writing. When a vacancy occurs, the placement panel will meet to determine the next eligible applicant and that applicant will be notified. The waiting list will remain valid during the current intake period only (i.e. applicant must re-apply and re-trial the following year). **Applicants who are unsuccessful** in gaining a place in the Sports Academy will be notified by email.

5.2 Enrolment Panel

For all Sports Academy applications, the enrolment panel will comprise of the Director of Sport, Deputy Principal responsible for Sports Academy, Learning and Support Teacher and a school community/parent representative.

5.3 Program Capacity

The optimum maximum numbers for each Sports Academy program operating at Hunter Sports High School are based upon:

- Staffing
- Training facility size on and off the school site
- Transport availability for off-site programs

Hunter Sports High School's Sports Academies enrolment processes, regarding applications, trial formats and placement offers will align to optimum program maximum numbers being adhered to.

6.0 Big Picture Academy Enrolment Applications

If your child wishes to apply to be enrolled in our Big Picture Academy you will need to download the application form from the schools website.

Big Picture Education programs are defined by their commitment to educate "one student at a time" in a community of learners. The students learn how to become increasingly responsible for developing their own individual learning goals and plans. Their learning is relevant because they are able to pursue their own interests and passions.

6.1 Selection Procedures:

Students wishing to enrol into the Big Picture Academy will need to complete an application form, participate in a Big Picture 'shadow day', deliver a mini exhibition presentation and attend an interview. Students need to demonstrate an ability to be self-regulated and

self-directed and have a unique set of interests, needs and capabilities around which personalised learning plans can be designed.

If places become available in the Big Picture Academy, priority will be given to students already enrolled at Hunter Sports High School. If there is a vacancy in an advisory and there are no current students enrolled at Hunter Sports High School on the waiting list, then priority will be given firstly to a local student not enrolled at Hunter Sports High School and secondly to a non-local student on the Big Picture waiting list.

6.2 Enrolment Panel

For all Big Picture applications, the enrolment panel will comprise of the Big Picture Deputy Principal, the Big Picture Coordinator, the relevant Big Picture advisor and a school community/parent representative.

6.3 Academy Capacity

Each advisory will have no more than 20 students. Local enrolment applications will be considered as a priority.

7.0 Non-Local Enrolment Applications

Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level. Except for enrolments at the commencement of the school year, schools that have not reached their local enrolment buffer level should only accommodate non-local enrolments into classes with available places. Non-local enrolment applications include the 'Application to Enrol in a NSW Government School' and a 'non-local enrolment application' form. The non-local enrolment application form is developed by the school and requires the applicant to address the selection criteria and provide supporting documentation.

7.1 Selection Criteria

If places are available within the enrolment buffer level, the following criteria may be used by the panel in order to assess a non-local enrolment application:

- siblings currently attending Hunter Sports High School.
- previous enrolment at Hunter Sports High School.
- previous enrolment in a local partner primary school.
- sporting achievements of the student.
- compassionate circumstances.
- date of application
- proximity and access to the area with an emphasis on travel arrangements and student safety.
- safety and supervision of the student before and after school

7.2 Enrolment Panel

- For students applying for non-local enrolment in Years 7-12, the enrolment panel will consist of the Deputy Principal responsible for the student's year level, a member of the executive team as the convenor and a school community/parent representative.
- For Year 6 students applying for enrolment the following year, the enrolment panel will consist of the Deputy Principal responsible for the student's year level, a school community representative and the relevant Year Advisor.

7.3 Waiting Lists

A waiting list will be maintained for students in all year levels where no vacancy exists. This list will only be maintained for the current school year (with the exception of Year 6 student applications which will remain current for the following year). When a vacancy occurs the enrolment panel will meet to determine the next eligible applicant. Parents/carers will be informed if a place becomes available within this time, however, a new application will need to be made to be considered for enrolment the following year.

7.4 Refusal of Enrolment

Hunter Sports High School may refuse the enrolment of a student on the following grounds:

- Violent behaviour - previously documented violent behaviour, with little or no evidence of the student developing appropriate skills to manage this and when risk mitigation strategies or adjustments are not possible to manage the risk.
- Students above 17 years of age – where more appropriate local educational and/or vocational pathways are available.
- False information provided through the enrolment process.

8.0 Appeals

If the school declines the enrolment application, the following appeals process applies:

- In the first instance, appeals are to be made in writing to the school principal with any supporting documentation attached. The principal will contact you regarding the result of this appeal.
- If the appeal to the principal is declined, a final appeal may be made in writing to the Director, Public Schools at the DoE Gateshead Office, Coral Crescent, Gateshead West, NSW 2290.

9.0 Overseas Enrolments

Visitors to Australia who wish to study at a New South Wales government school must make an application through the Temporary Residents Program. For detailed information regarding the current fee structure and enrolment procedures, please visit www.internationalschool.edu.au.



10.0 Appendix

Hunter Sports High School Application for non-local enrolment

Thank you for expressing an interest in Hunter Sports High School for your child's future education.

Hunter Sports High School is a partially selective high school that balances academic excellence with sporting achievement. We are committed to providing every student with educational opportunities and quality resources to achieve academic and personal success.

Hunter Sports High School requires the following documents to be supplied with your student's non-local enrolment request:

- Birth Certificate or identity documents
- Court Order (if applicable)
- School Assessment Form – completed by current school
- A copy of two most recent school reports
- Completed expression of Interest form
- AIR immunisation History Statement
- Completed application to enrol booklet
- Completed student agreement booklet

If your child is not an Australian citizen, you will need to provide:

- Passport or travel documents
- Current visa and previous visas (if applicable)

If your child is a temporary visa holder you will also need to provide:

- **Authority to Enrol** issued by the Temporary Visa Holders Program Unit is required for visitor and temporary resident visa holders (other than sub class 571P referred to below).
- **Authority to Enrol** or evidence of permission to transfer issued by the International Student Centre (if holding an international full fee student visa, sub class 571P).
- Evidence of the visa the student has applied for (if the student holds a bridging visa).

If vacancies exist, non-local enrolments will be considered by a panel in order to assess each application. If no vacancies exist applications will be placed on a waitlist.

You will receive written notification of the panel's decision.



Non-local enrolment - Expression of Interest

Student Information

Family Name: _____ Date of Birth: _____
Given Name(s): _____ Gender: _____
Address: _____
Suburb: _____ Postcode: _____
Home Phone: _____ Work Phone: _____
Mobile Number: _____
Parent/Carer Name: _____
Relationship to Student: _____
Current School: _____
Current Scholastic Year: (7 – 12) _____

Non-local school placement request

Proposed scholastic year (7 – 12): _____ Proposed date for enrolment: ___/___/___

Please provide reasons for your application for non-local enrolment, based on the school’s selection criteria below, and attach supporting documentation

- Siblings currently attending Hunter Sports High School.
- Previous enrolment at Hunter Sports High School.
- Previous enrolment in a local partner primary school.
- Academic, cultural and sporting achievements of the student.
- Compassionate circumstances.
- Date of application
- Proximity and access to the area with an emphasis on travel arrangements and student safety.
- Specific medical and learning needs of the student.

Reasons: _____

Signature of parent/carers: _____

