



ENROLMENT POLICY - 2025

Kellyville High School's Enrolment Policy has been formulated based on current Department of Education Policy documents, including *"General Enrolment Procedures, Implementation document for enrolment of students in NSW Government Schools policy"* July 2019.

Kellyville High School has a designated local enrolment intake area. All students residing within this area are eligible to attend Kellyville High School. All families residing outside the designated enrolment must lodge a *Non-Local Enrolment Application*. Please refer to the School finder for Kellyville High School enrolment area: <https://schoolfinder.education.nsw.gov.au/index>.

Please contact the Enrolment Officer to begin the process.

LOCAL ENROLMENT

For a student to be enrolled as a local placement, parents will be asked to complete an Application to enrol in a NSW Government School and be asked to provide 100 points proof of residency that they live in the local area and that the child being enrolled also lives in the local area.

Please refer to the *Kellyville High School Checklist* for the list of documents that are required for enrolment.

Any application containing false or misleading information will be rejected.

All enrolment applications will have a student information request form sent to the previous school/s to identify any health and safety risks arising from a student's history of violent behaviour and/or safety and welfare or wellbeing concerns.

ENROLMENT RESTRICTIONS

Each school has been given an enrolment cap. This is based on the number of permanent classrooms the school has on site. A buffer must be available in each year group to enable local enrolments throughout the year.

YEAR 6 INTO 7 NON-LOCAL ENROLMENT APPLICATIONS

All Year 6 students in government primary schools will be issued with a white Expression of Interest form for placement into Year 7 at a government high school. This form must be returned to your primary school.

Primary schools enter the local high school, and any school/s listed in section C. We will then contact you for you to address the non-local criteria.

The school has an Enrolment Panel consisting of the Deputy Principal responsible for 6 into Year 7 transition, Year Advisor and a P&C member. This Panel is responsible for implementing the criteria for non-local placement, consistent with DoE guidelines. The panel is responsible for implementing the KHS enrolment policy through a collaborative process of reviewing all applications for non-local placement and ranking applications and establishing a waiting list.

NON-LOCAL ENROLMENT

A non-local enrolment is a student whose family's residence is outside of the school designated local enrolment intake area.

Places for non-local applicants will only be considered in exceptional circumstances and in light of whole school and each academic year's enrolment numbers which can vary for different year groups, given:

- the number of permanent teaching spaces available (please note: no additional accommodation - permanent or demountable – will be provided to the school to cater for increased enrolments resulting from non-local placements).
- that a sufficient enrolment buffer, determined by the principal, be left to accommodate possible new local enrolments arriving throughout the school year.

An interview may be arranged for possible placement by the Principal or delegate.

CRITERIA FOR NON-LOCAL PLACEMENT

It is the decision of the Enrolment Panel that a **demonstrated commitment to learning** is the most significant criteria when non-local placements are considered. Other considered criteria for the non-local enrolment include:

- Siblings of students already enrolled in the school (the younger the sibling, the higher the priority) .
- Special interests and abilities reflected in the culture of Kellyville High School. Examples include sport, creative and performing arts, leadership, school and community service.
- Exceptional compassionate circumstances.
- Availability of subjects or combinations of subjects.

In Years 11 and 12 non-local enrolment applications will also be considered if the established curriculum can accommodate them and the reason relates to availability of subjects or combinations of subjects not available elsewhere.

Please note: Satisfying one or more of the above criteria does not guarantee enrolment.

APPEALS

Where a Parent/Carer wishes to appeal against the decision of the school Enrolment Panel, the appeal should be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved, the Director Educational Leadership NSW will consider the appeal and make a determination. The Director Public Schools NSW will consult with the Principal and the school community, as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

FALSE OR MISLEADING ENROLMENT INFORMATION OR PRACTICES

The Application to Enrol in a NSW Government School requires the applicant to declare the information provided is correct. It also makes it clear the provision of false information can result in the enrolment being reversed. Any decision to reverse an enrolment needs to take into account the specific circumstances of the matter. This includes determining if the student was a "non-local enrolment" and whether acceptance of the enrolment application has resulted in the student gaining entry at the expense of other prospective students.

Section 34A of the Education Act 1990 provides that the Director-General may terminate the enrolment of a child at a government school who is not entitled to be enrolled at the school if the child was enrolled as a result of false information or a false document provided to the Principal.



ENROLMENT IN THE INCLUSIVE EDUCATION UNIT

For assistance with enrolment into the Inclusive Education Unit, please contact the Learning and Wellbeing staff, located at the Nirimba Office of the Department of Education on 9208 7611.

TEMPORARY VISA HOLDERS

Please contact 1300 300 229 regarding Temporary Residence Program.

INTERNATIONAL STUDENT VISA HOLDERS

Please contact DE International on 1300 300 229.

Regards,



Mr. I. Maric

