



## **Enrolment Policy 2024 - 2025**

Rouse Hill High School is committed to being a local comprehensive high school catering for students living in the Rouse Hill area. Opened in 2009, the school is building on the excellent reputation in the local area for its academic, sporting, cultural and welfare programs that cater for the varied needs of the student population.

### **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.

### **Enrolment applications**

Enrolments are considered to be either local or non-local. A description of each is outlined below.

Guardianship arrangements for enrolling students will be confirmed with the school by the student's parents. This may require proof of guardianship.

Any application containing false or misleading information will be rejected.

All enrolment applicants 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.

### **Local enrolment**

Students who reside within the Department of Education (DoE) designated drawing area for Rouse Hill High School are *accepted for enrolment*, after consideration of a student's history relevant to a risk assessment. Parents/carers will be required to provide proof of residence.

*Year 6 – 7:* The DoE's student tracking system will provide the addresses of students transitioning from Year 6 to Year 7. Primary schools nominate the local high school, these applications are then made available to the high school. The high school will require proof of residence to complete the enrolment.

### **Non-local enrolment**

Parents/guardians reserve the right to apply for non-local placement of their child. The enrolment of a student in a local partner primary school does not automatically guarantee a student a position at Rouse Hill High School. If, after acceptance of local enrolments, vacancies exist within the cap, non-local applications will be considered. Please note Rouse Hill High School has reached its current cap. Applications for non-local placement are required to address the criteria in their application.

Assessment of applicants by the Enrolment Panel will be on the basis of the information provided on the application. The panel will only consider those matters presented on the application and not oral or other submissions. The criteria considered relate to exceptional circumstance and school priorities. Please address following criteria:

- **1. Special consideration based on individual circumstance.** (No single factor will guarantee automatic placement. Please outline your circumstance which may include : siblings, compassionate, medical or family circumstances, explanation of how this school's

curriculum will meet the requirement of your child as opposed to your local high school or other).

- **2. Demonstrated and potential ability for independent learning.**
- **3. Willingness to engage in school programs to contribute to the Rouse Hill High School's positive culture.**
- For the purpose of transitioning your child to Rouse Hill High School if they are successful in gaining enrolment, please advise what interests and experience your child has in contributing to: cultural programs, sporting programs, leadership programs, positive school culture as demonstrated by wearing of school uniform and attendance.

If the child enrolling has siblings, please be aware that as a non-local enrolment we cannot guarantee placement of siblings in future years. The Enrolment Panel does consider siblings when assessing applications but it is one of a number of criteria.

### **Enrolment Panel**

The Enrolment Panel consists of the Deputy Principal, the Head Teacher Learning Support, and P&C representative (or delegate). Responsibilities of the panel include:

- Consideration of non-local applications for enrolment according to the identified criteria.
- Recommendation of those applicants who will be made offers of enrolment, those placed on the waiting list and those who were unsuccessful. Waiting lists will only be established where there is a realistic expectation of places becoming available to non-local applicants.

Passport and visa checks will be made for a student who is not an Australian citizen or resident.

### **Enrolment of students with identified needs**

After the enrolment enquiry the Deputy Principal and Head Teacher Learning Support will:

- Interview the parents and student to ascertain requirements.
- Identify the support needs of the student with the school counsellor and the network Learning and Wellbeing Consultant to ensure student needs can be met and enrolment is appropriate, or if enrolment in a specialised setting is required.

For parents seeking enrolment in the Autism class, the parent/carer will need to have submitted an Access Request form via their previous school. This is managed by the DoE and processed by the Learning and Wellbeing Coordinator at Nirimba Office (9208 7611). Placement in the Autism class is managed by this team, not the school.

### **Appeals**

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal who will seek to resolve the matter. If the matter is not resolved, it may be escalated to the Director, Education Leadership for South Creek area. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

### **Rouse Hill High School**

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## Residency requirements

Residency refers to the address of the legal guardian with whom the student lives. It does not refer to another member of the family, such as a grandparent. At the time of application, the student must already be living in the school's drawing area.

### 100 point residential check:

Document showing the full name of the child's parent/guardian	Points
Only ONE of the following documents:	40 points
<ol style="list-style-type: none"><li>1. Council rates notice as evidence of property ownership</li><li>2. Lease agreement through a registered real estate agent for a period of at least 12 months with a Fair Trading Rental Bond Lodgement receipt.</li><li>3. Exchanged contract of sale with settlement to occur within the school year.</li></ol>	
Any of the following documents:	20 points each
<ol style="list-style-type: none"><li>1. Centrelink payment showing home address</li><li>2. Electoral roll statement</li><li>3. Private rental agreement for a period of at least 12 months. (A statutory declaration by the landlord may also be required.)</li><li>4. Any other Government Document showing home address (less than 3 months old)</li></ol>	
Any of the following documents:	15 points each
<ol style="list-style-type: none"><li>1. Electricity or gas bill showing service address ((less than 3 months old)</li><li>2. Water bill showing service address (less than 3 months old)</li><li>3. Telephone (landline) or internet bill showing service address (less than 3 months old)</li><li>4. Drivers licence or government issued ID showing home address</li><li>5. Home or contents insurance showing home address</li><li>6. Motor vehicle registration or compulsory third party insurance policy showing home address</li><li>7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.</li></ol>	

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