



Cecil Hills High School

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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 an executive staff member, another staff member and a parent.

Enrolment Cap

Cecil Hills High School was built to accommodate 1140 students and currently has a student enrolment in excess of this amount. The school accommodates these additional students with demountable classrooms. As school enrolments already exceed the enrolment cap of 1140 students, **non-local applications will only be considered in highly exceptional circumstances.**

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 EOI 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 apply in writing using the attached EOI form.

Local Enrolments

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

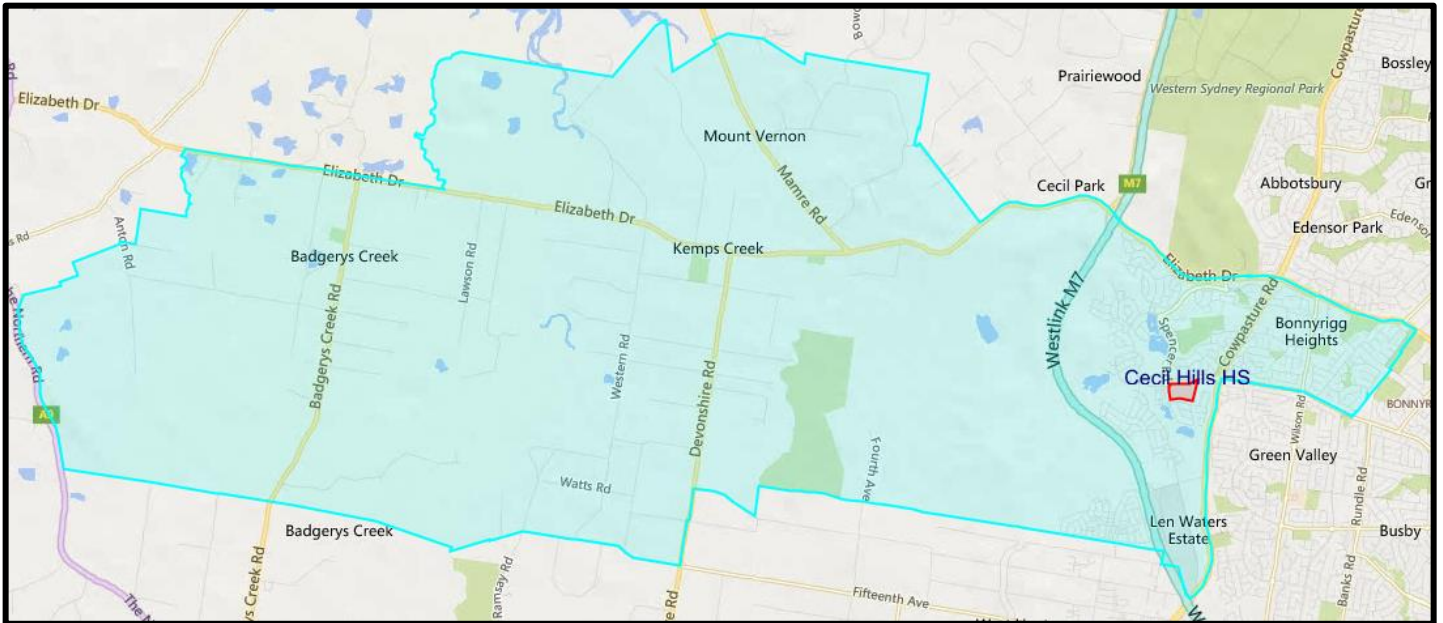
The exact boundaries can be checked using the NSW Public School Finder tool (<https://education.nsw.gov.au/school-finder>). Local enrolments are only available for children who reside **permanently** within our local intake area. Living with friends or relatives **is not** considered a permanent change of address for enrolment purposes. The school may request additional documentation to verify residency.

Non-local Enrolments

As school enrolments already exceed the enrolment cap of 1140 students, **non-local applications will only be considered in highly exceptional circumstances.** The principal will ensure that this criteria is applied equitably to all applicants. 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.

Non-local siblings do not have a right to enrolment. Families who reside within the school's local intake area when their first child is accepted as a local enrolment must continue to reside in the school's local intake area to ensure that subsequent children are accepted as local enrolments.



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 intake 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. An enrolment may be terminated under Section 34A(4) of the Education Act 1990 (NSW) if a child is enrolled as a result of false documentation.

Applications must include **100 points** of the following documentation that contain the legal guardian's name and address. All documentation must be original and current.

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 account
- telephone account

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

- driver's licence
- Centrelink forms

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

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

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 and the most recent NAPLAN results.

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 NSW Department of Education Area Office (9203 9900).

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.