

# BYRON BAY HIGH SCHOOL

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## Enrolment Policy

### Principles

1. A student is considered enrolled when he/she is placed on the admission register.
2. A student may only be enrolled in one school at any given time.
3. Students are entitled to be enrolled at a government school that is designated for the intake area in which he/she resides.
4. The intake area for Byron Bay High School has been determined and approved by the Department (see attached map on page 3).
5. Parents may seek to enrol their child at a school of their choice.
6. Enrolment in the school will not be finalised until the student's records from the previous school have been received.
7. Proof of student identity is required (Birth Certificate or identity documents - Passport, Driver's Licence, Citizenship Certificate).
8. Acceptance will be dependent on evidence of your residential address (100 points required - refer to page 4 of this document).

## Non-Local Enrolment Policy

### Enrolment Ceiling

The enrolment ceiling in any year cohort is determined by the classes set up in Term 1.

### Enrolment Buffer

A buffer of 5% in each year cohort is currently maintained to allow for families moving into the designated local area during the school year.

### Criteria for Non-Local Enrolment Applications

The following will be taken into account in considering each application:

- Safety and supervision of the student before and after school
- Availability of curriculum
- Siblings already enrolled at the school
- Compassionate circumstances
- Structure and organisation of the school
- Special interests and abilities

The Principal will ensure that the established criteria are applied equitably to all applicants.

## **Placement Panels**

In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions.

- The Byron Bay High School panel consists of the Principal and both Deputy Principals.
- The panel considers all non-local enrolment applications.
- The chair of the panel is the Principal who has a casting vote.
- Acceptance of non-local placements will be dependent on the availability of appropriate staff and permanent classroom accommodation.

The panel will:

- Apply the buffer in the first instance.
- Apply the established criteria equitably to all applicants where a place is available.
- Provide parents with a written explanation of the panel's decision, should it be requested.

## **Waiting Lists**

Students who are not accepted in the first instance will be placed on a waiting list for the year of application.

## **Appeals**

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made to the Director, Educational Leadership by contacting 6623 5900, who will make a determination.

The purpose of an appeal is to determine whether the stated criteria have been applied fairly.

## **Repeating Students**

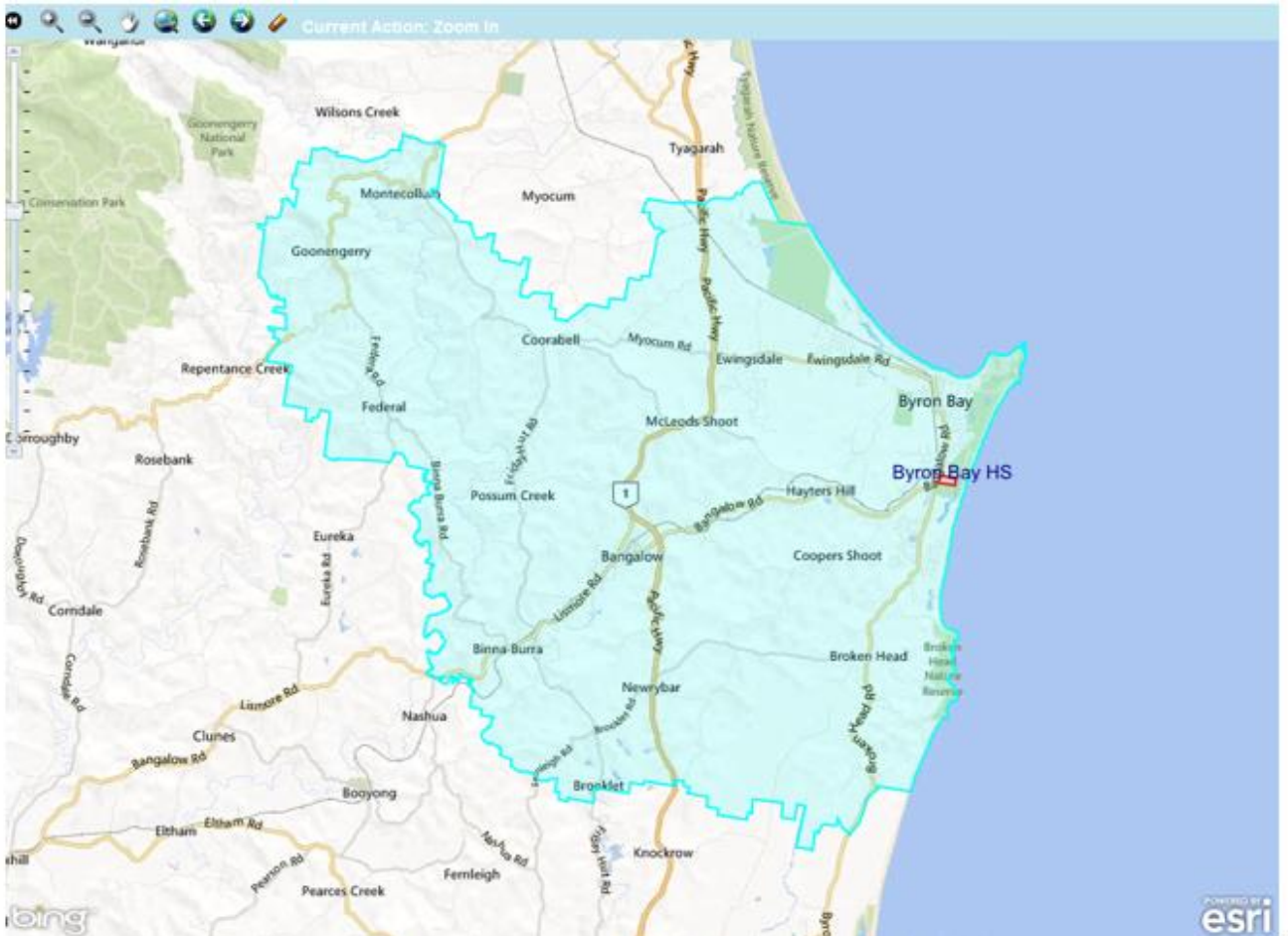
At Byron Bay High School we very rarely repeat students in a year. Such a decision is made in consultation with all of the school's welfare personnel, the parents and the student.

## **Accelerating Students**

At Byron Bay High School we often accelerate students beyond their academic year. Students may be studying courses in a number of different academic years or university courses at the same time. Such decisions are made in consultation with all of the school's welfare personnel, the parents and the student.

### Zone Boundaries

<https://education.nsw.gov.au/school-finder/index>



To process your Application for enrolment we require the following documentation.

- **Proof of Identity**, ie. Birth certification or Passport; **and**
- **100 Points of Student's residential address as detailed below**



Schools use the following 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

A child is 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.

Acceptable documents (as below) show the full name of the parent and address of the parent or carer with whom the child lives.

*The enrolment of a child who is not entitled to be enrolled at the school may be terminated if the child was enrolled as a result of false information or a false document provided*

### 100 Point residential address checklist

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"> <li>1.1 Council rates notice</li> <li>1.2 Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt</li> <li>1.3 Exchanged contract of sale with settlement to occur within the applicable school year</li> </ul>	40
2 Any of the following <ul style="list-style-type: none"> <li>2.1 Private rental agreement for a period of at least 6 months</li> <li>2.2 Centrelink payment statement showing home address</li> <li>2.3 Electoral roll statement</li> </ul>	20 each
3. Any of the following documents <ul style="list-style-type: none"> <li>3.1. Electricity or gas bill showing the service address*</li> <li>3.2. Water bill showing the service address*</li> <li>3.3. Telephone or internet bill showing the service address*</li> <li>3.4. Drivers licence or government issued ID showing home address*</li> <li>3.5. Home building or home contents insurance showing the service address</li> <li>3.6. Motor vehicle registration or compulsory third party insurance policy showing home address</li> <li>3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.</li> </ul>	15 each

\*up to three months old

# Non Local Enrolment Application at a NSW Government School

**Please read the information and Privacy Statement on this page before completing this form.**

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## Section A - Student Information

Student's family name \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

Student's given name \_\_\_\_\_ Male  Female

Student's address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

Name of Parent/Carer \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Phone contact numbers Work \_\_\_\_\_ Home \_\_\_\_\_ Mob \_\_\_\_\_

Email address \_\_\_\_\_@\_\_\_\_\_

Student's current school \_\_\_\_\_ Grade: \_\_\_\_\_

## Section B – Placement at your local government school

The designated local school for your child is: \_\_\_\_\_

Please tick this box if you have another child enrolled at this school

Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_

### Privacy Statement

*The personal information provided on this form entitled is being collected for the purpose of coordinating potential enrolment applications in NSW Government Schools. It will be used by staff of the Department of Education and Training for general student administration and communication and for other matters relating to the coordination of potential enrolment applications. The information provided on this form may be disclosed to other schools. While the provision of this information is voluntary, if you do not provide all or any of this information it may limit the Department's ability to promptly assist you in coordinating your child's future application for enrolment in a NSW government school. This information will be stored securely. You may access or correct any personal information provided by contacting the school.*

