## Wentworth Point High School

## Enrolment Guidelines

The Wentworth Point High School enrolment guidelines are based on the current Department of Education Policy document, <https://policies.education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>*.*

**School Context**

Wentworth Point High School has a designated intake area called a catchment or enrolment area. Students residing within the catchment are eligible to attend Wentworth Point High School. Families residing outside the designated intake area who wish to have their child considered for enrolment into Wentworth Point High School must make an out-of-area enrolment application. Please refer to the NSW Public School Finder Tool for the Wentworth Point High School enrolment area at <https://education.nsw.gov.au/school-finder>

**Year 6 into Year 7 Enrolment for 2025**

Parents/guardians of students seeking to enrol into Wentworth Point High School will need to follow the procedures as outlined by the NSW Department of Education. Students already enrolled in a NSW public school should follow the procedures provided by their school. There are the options of online enrolment or downloading a form: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>.

Forms can be submitted directly to Wentworth Point High School. The school email is: [wentworthpoint-h.school@det.nsw.edu.au](mailto:wentworthpoint-h.school@det.nsw.edu.au)

**In-Area Enrolment:**

An in-area enrolment is a student who possesses the required documentary evidence that proves their permanent residence is located within the designated intake enrolment area. All new enrolments must provide proof of residential address through the documentary evidence required by this school.

**To enrol your child at Wentworth Point High School for the commencement of the new school year, your residential address must be within the catchment zone for the school.**

Wentworth Point High School will contact all parents and carers and request the following documents be returned for an application to be processed by the school:

* Completed and signed *Application to Enrol in a NSW Government School*
* Documents which confirm your home address is within the Wentworth Point High School in-area catchment.

You will be required to provide documents that add up to a minimum of 100 points (please refer to the *100 Points Residential Proof Checklist* in this document). These documents must be in the family name for the current residential address and must be the originals or certified true copies. In some circumstances the placement panel may request additional documentation to support enrolment applications.

* Copies of school reports for at least the last 12 months.
* Proof of identity - Students enrolling must produce the original of one of the following documents:
  + Australian Birth Certificate – if the child and parent/s are born in Australia or New Zealand.
  + Australian Passport or Australian Citizenship Certificate – if the child was born overseas and is an Australian Citizen.
  + Passport and Visa – if the child was born overseas and not an Australian Citizen. It is also necessary to sight the parents’ passports.

If a child was born in Australia and does not hold an Australian Passport and both parents are born overseas, it will be necessary to sight the parents’ passports.

Please note: Not all Visa classes are guaranteed placement.

**Please note:**

* Completion of an online application does not automatically guarantee enrolment.
* The in-area enrolment panel will finalise all enrolment applications.
* The applicant’s given address is understood to be the point from which they leave in the morning and their destination in the afternoon.
* The name on the documentation must be in the name of the legal guardian.
* To establish guardianship, the school will need photo identification, papers from the Guardianship Board or Family Law Court, if living with an adult other than a parent or in case of parental separation.
* Penalties may apply for providing false or misleading information to a school when making an application for enrolment.
* If false or misleading information is given, the enrolment application may be revoked.
* The child’s permanent residential address should remain within the catchment area for at least 12 months after commencing the school. The Director, Educational Leadership will be consulted with any changes to the address and may affect the child’s enrolment status at the school

**Out-of-Area Enrolment:**

An out-of-area enrolment is a student whose permanent and principal place of residence is outside the designated intake catchment.

Places for out-of-area applicants will be considered in relation to enrolment numbers for the whole school including projected numbers to accommodate additional year groups over time. Consideration will be given to:

1. 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 out-of-area placements as numbers increase over time with additional year groups); and

1. that a sufficient enrolment buffer, determined by the department, be left to accommodate possible new in-area enrolments arriving throughout the school year.

Wentworth Point High School will contact all parents and carers and provide opportunity to submit additional information to address the selection criteria, listed below, to accompany your Expression of Interest form.

### Selection Criteria

Selections will be made as a holistic decision across all criteria. No single criterion will guarantee selection. Criteria for selecting out-of-area enrolment applications may include one or more of the following factors. The factors are not in priority order:

* Proximity
* Compassionate grounds

School will consider:

* A sufficient enrolment buffer exists for eligible in-area enrolments and the school is within its enrolment ceiling
* Availability of appropriate staff and permanent accommodation.

**Placement Panel**

A placement panel will be formed by the Principal. This panel will be chaired by a NSW public school staff executive member and will include another NSW public school staff member from a different school. The panel will meet in Term 2 to discuss and reconcile all applications into a unified rank order. The panel will assess the degree to which each applicant meets the criteria, relative to all of the other out of area applications.

**Waiting list**

Out-of-area placements at Wentworth Point High School is a competitive process and based on the evidence provided, applicants will be ranked to identify those selected for out-of-area enrolment and for placement on a waiting list.

**Appeals**

If a parent/guardian wishes to appeal against the decision of the school 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, the Director, Educational Leadership will consider the appeal and make a determination. The Director 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.

Appeals will be assessed in relation to all applications previously considered. The process at Wentworth Point High School will be thorough, exhaustive and fair to all applicants. The procedures are transparent, while upholding the confidentiality of each student’s application and submitted documents.

**100 Points Residential Proof List**

All documents **MUST** be in the name of the enrolling parent/carer

Student Name:

|  |  |  |
| --- | --- | --- |
| Document showing the full name of the child’s parent | Point Value | Points  Scored |
| 1. Only one of (i.e. no additional points for additional documents)    1. Council rates notice    2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt    3. Exchanged contract of sale with settlement to occur within the applicable school year. |  |  |
| 2. Any of the following  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 | 1. each |  |
| 3. Any of the following documents  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.  **\*** up to three months old | 15 each |  |
| **Total** | |  |

## Proof of Student Identity Checklist

The checklist below has been provided to assist with the return of all necessary paperwork.

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| √ | **Paperwork to be Returned** |
|  | **Proof of student’s residential address:** Refer to 100 Points Residential Proof Checklist. |
|  | **Australian Citizens:** Birth Certificate or Passport |
|  | **Non-Australian Citizens:** If your child is a Permanent Resident but not an Australian citizen you will need to provide   * Passport * Current visa and previous visas (if applicable) |
|  | **Temporary Visa Holders:** If your child is a Temporary Visa Holder you will need to provide:   * Passport * Current visa and previous visas (if applicable) * Authority to Enrol issued by the Temporary Residents Program referred to below) * Authority to Enrol or evidence of permission to transfer issued by the International Students 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 your child has health, disability or other support needs** you will need to provide:   * Copies of medical/healthcare or emergency action plans * Evidence of any disability or other support needs, including any learning support plans |
|  | **If your child is the subject of family law matters** you will need to provide:   * Copies of any family law or other relevant court orders |