

Enrolment Policy

Killara High School is one of the outstanding high schools for girls and boys in NSW. Its record of success over more than three decades is, in part, testimony to the support of parents and families in the local community.

1. Local Enrolment

A local enrolment is a student whose permanent residence is situated within the designated local enrolment area. Please refer to the attached list of streets that defines the school's local enrolment area.

a) Applicants residing in the school's designated local area should complete and submit the form *Application to enrol in a NSW government school*. This form is available at <https://www.det.nsw.edu.au/languagesupport/documents/enrol/application.htm>. This form may be submitted to the school at any time throughout the course of the year.

b) The school will seek evidence demonstrating local resident status through the provision of current original documents. These are:

- property ownership or tenancy documents in the name of the applicant's parent eg rate notice or tenancy agreement.

In the case of a tenancy agreement it is the school's expectation that families demonstrate a commitment to a local area residence through provision of a tenancy agreement of 12 months or more.

- three utility account statements (e.g., electricity, water, telephone, gas) displaying the name and local address of the applicant's parent. A recent electricity account in the name of the parent **must be included**.

Note: Special arrangements apply for students on accredited exchange programs.

c) Visa status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).

d) Guardianship arrangements for enrolling students will need to be confirmed with the school by the students' parents.

2. Non Local Enrolment

- a) A non local enrolment is a student whose permanent residence is beyond the designated local enrolment area. Please refer to the attached list of streets that defines the school's local enrolment area.
- b) Parents or caregivers living outside the school's designated local area may apply to enrol their child(ren) at the school.
- c) Places for non-local applicants will be considered in the light of whole school and each academic year's enrolment figures, given:
 - i) the number of teaching spaces available, and
 - ii) that sufficient buffers be left to accommodate possible new local enrolments throughout the school year.
- d) Non local applicants should complete and submit the form *Expression of interest for out of area placement at Killara High School* available from the school's website at <http://www.killara-h.schools.nsw.edu.au/enrolment.htm>. Applications should be sent to the school prior to the Panel Placement meeting which is held each term in week six.
- e) Applications from prospective students are to be considered by the School Placement Panel, which will consist of the Principal, staff member (in charge of enrolments) and the President of the P&C (or delegate). The Principal of the NSW Board of Jewish Education will be co-opted as required to confirm the credentials of applicants to study Hebrew.
- f) Non-local enrolment applications will be considered with reference to each applicant's residential address and the following criteria.
 - 1. Dire compassionate circumstances verified by a government agency or service such as Department of Community Services, Area Health Service, or Courts
 - 2. Siblings of a child currently enrolled at Killara High School
 - 3. Study of Hebrew. In the case of the study of Hebrew there must be:
 - 3.1. Evidence of continuity of study prior to enrolment at Killara
 - 3.2. Commitment to study Hebrew at least in Stage 4 (Years 7&8) or Stage 5 (Years 9&10).
 - 4. Study of a course offering (or combination of offerings unavailable at another school)
 - 5. Child of a former student – (documentary verification required)

Please note: Satisfying one or more of the above criteria does not guarantee enrolment. Offers of enrolment to non local applicants may only be made when places are available – refer to b) above. Applicants who satisfy any one or more of the above non local enrolment criteria will not be made offers of enrolment if places are not available.

- f) Non local applicants who are made offers of enrolment will be required to complete and submit the form *Application to enrol in a NSW government school* prior to their enrolment being finalised and commencement of attendance at school.
- g) Waiting lists for each academic year may only be established if there are realistic expectations of places becoming available for non local applicants.

4. Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The principal will seek to resolve the matter. If the matter is not resolved the school education director will consider the appeal and make a determination. The school education director will consult with the principal and school community as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

5. International Fee Paying Students

- a) International fee paying students may apply for enrolment at this school.
- b) Their applications must be made using the NSW Government Schools International Student Application Form through the International Students Centre. The Centre is responsible for the verification of status of these students.
- c) The school will consider these applications in light of the availability of places.