



Hoxton Park High School

Enrolment Policy v 2.0

Students who are local and non-local are welcome to apply for enrolment at Hoxton Park High School.

Local Enrolment Applications

Families must live within our local precinct to be considered local enrolments.

1. To apply for enrolment, parents/carers must present at the School Administration Office with:
 - Completed **Hoxton Park High School Expression of Interest to Enrol** form
 - 2 forms of proof of address documents (proving residency within the school's local enrolment area).
 - Student identity documents (birth certificate or passport)

Acceptable proof of address documents, adding to 100 point identification, such as: rates notice, rental notice/bond notice, paid utility bill, passport and Centre Link documentation. **Note that a driver's license is not adequate.**

2. Administration staff will contact the student's current school for relevant enrolment information, including a *Risk Assessment & Student Incident Record* (if required).

3. The application will be reviewed by the relevant Deputy Principal, prior to an invitation to interview.

4. Enrolment Interview - parents/guardians will be invited to an enrolment interview with a member of the Senior Executive. This interview serves to ensure that students are provided with the best educational setting in our school including support.

Parents/guardians will be invited to complete an application for enrolment. The enrolment school package includes other information and required documentation, including **Application to Enrol in NSW Government School** form.

Non-local enrolment applications

To apply for non-local enrolment, parents/carers must present at the school administration office with:

- Completed **Hoxton Park High School Expression of Interest to Enrol** form
- Proof of address documents (see **All New Enrolments – required documentation**)
- Student identity documents (birth certificate or passport)

Administration staff will contact the student's current school for relevant enrolment information including a *Risk Assessment & Student Incident Record* (if required).

Placement Panel

The Placement Panel (2 or more members of the senior executive) will consider and make recommendations on **all non-local** enrolment applications. Once the above documentation is provided, the placement panel will meet to consider the application.

Depending upon current student numbers, the placement panel will determine that the student be:

- I. Considered for enrolment or
- II. Advised to attend their local school, or
- III. Placed onto the waiting list

If the student is to be considered for placement, the Principal or Senior Executive delegate will arrange for an enrolment interview as soon as possible. The parent/carer will be provided with the enrolment package at this interview.

No student will commence until a student risk assessment has been created.

Criteria for Non-local Enrolment Applications

The placement criteria for non-local applicants listed below will be used by the panel to establish an order of placement, so as to offer a position at the school (when local enrolment numbers permit) or placement on a waiting list.

Selection Criteria for Out of Area Students

1. School performance reflecting the Hoxton Park High School Honour Code specifically relating to:
 - Behaviour
 - Effort
 - Achievement
2. Proximity to the School
3. Preference for co-educational rather than single-sex schooling
4. Performance reflecting ability, achievement and interest related to Hoxton Park High School extra-curricular opportunities
5. Student welfare or compassionate circumstances
6. Availability of subjects/courses matching the existing pattern of study (senior students)
7. Capacity to provide any support services required
8. Availability of space, due to local enrolment and enrolment cap in each year group

NB. Hoxton Park High School does not recognise '*sibling rights*' with regards to non-local enrolments, as each non-local enrolment is considered on a case by case basis.

Students from out of area wishing to apply should include all supporting evidence that may assist the Placement Panel in making a decision. The Principal will ensure that the established criteria are applied equitably to all applicants.

Waiting List

A waiting list may be established for non-local students. Parents/carers will be advised if their child is to be placed on a waiting list. The size of the waiting list will reflect realistic expectations of potential vacancies. The waiting list is current for one year.

Appeals

Where a parent/guardian wishes to appeal against a decision of the placement panel, the appeal should be made in writing to the Principal. Where required, the Principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

If a parent/guardian remains unhappy with the outcome of an appeal, a further appeal may be made to the Director, Public Schools NSW.

Enrolment outside of a normal transition period:

If a student is enrolling outside of the normal enrolment period, after the student has been accepted as a member of the Hoxton Park High School community, the SASS staff will:

1. notify the learning and support team, who will review the school records and to discuss the student's needs. Further information about this process is set out in [Memorandum DN/11/00007](#).
2. notify the school counsellor of the student's enrolment so that the action set out in Sections 2.1.3 and 4.1.5 of the [School Counsellor Manual](#) can be undertaken.

All New Enrolments – required documentation:

Every new enrolment must have the following documents (*where applicable*):

- Completed ***Hoxton Park High School Expression of Interest to Enrol*** form
- A completed *Application to Enrol in NSW Government School* form
- Most recent two (2) school reports / NAPLAN report / Any BOSTES ROSA Certificates (Years 10, 11 or 12)
- Birth Certificate / Proof of Citizenship
- Two (2) items of proof of address (electricity, gas, water, telephone, council)
Note: Driver's License will not be accepted for proof of residence
- If residing in a rental property, the original lease, bond receipt, electricity/gas and telephone receipts will need to be provided
- Any court orders
- Medical or Health Care Plans (including immunisation records)
- Passport and current visa details. For Temporary Visa Holders (*Authority to Enrol letter*)

We can help you with your enrolment enquiries anytime throughout the year. Please contact the school administration office.