



# JOHN EDMONDSON HIGH SCHOOL

PRINCIPAL: Mr Brij Khanna

## ENROLMENT PROCEDURES & GUIDELINES

John Edmondson High School is a large comprehensive high school that serves a community in the south-west of Sydney. The school aims to meet the needs of the local community by providing places for students who live within the local community.

### Enrolment areas

Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. The Department of Education designates local intake areas for each school. Families can check if they reside within the local intake area for John Edmondson High School by visiting the NSW Public School Finder website at <https://my.education.nsw.gov.au/school-finder>. The areas identified in School Finder are subject to change.

Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child. Schools may accept enrolments from outside their area, only if places are available.

### Enrolment Cap

An enrolment cap for a school is established centrally by the Department of Education, based on available permanent accommodation. The enrolment cap for John Edmondson High School is **980** students. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements.

A **buffer** of up to eight (8) places will be maintained by the school **for each year group**, totalling **48** students, to cater for instances of families moving into the local intake area during the year. In accordance with the DoE guidelines, the enrolment buffer is not to be offered to non-local students.

### Non-local enrolment

In accordance with the department enrolment guidelines, non-local enrolment at John Edmondson High School will depend on the enrolment cap:

- If the school is **over its buffer**, it will not accept non-local enrolment applications unless there are exceptional circumstances.
- If the school is **not near its buffer**, then siblings should be able to be enrolled at the school. In fact, siblings of students currently enrolled will be prioritised, where possible, over other non-local enrolment applications.
- If the school is **nearing its buffer**, then the school will form a non-local enrolment panel. The panel considers non-local enrolment applications when the number of non-local applications received exceeds the number of places available below the buffer. Again, siblings of students currently enrolled will be prioritised, where possible, over other non-local enrolment applications.

### Non-local Enrolment Placement Panel

When John Edmondson High School is below or near the enrolment buffer level, and if the demand for non-local places at school exceeds availability, the school has established a placement panel to consider and make recommendations on all non-local enrolment applications.

**Location:** 64 Horningsea Park Drive, HORNINGSEA PARK NSW 2171

**Postal:** PO Box 679, HOXTON PARK NSW 2171

**Telephone:** (02) 9825 9815 · **Fax:** (02) 9825 9857

**Email:** jedmondson-h.school@det.nsw.edu.au

**Website:** www.jedmondson-h.schools.nsw.edu.au





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The panel consists of the Deputy Principal (chairperson), one staff member and a parent representative from the P&C. The panel will consider non-local enrolment applications and assess information and supporting documentation submitted in writing. The decisions made by the placement panel will be made within the context of established criteria along with the agreed enrolment cap and the buffer retained for local students arriving later in the year.

The criteria are consistent with the departmental principles governing enrolment. In assessing the application of the criteria to individual cases, the panel will consider those matters presented on the application form and any other evidence presented in writing.

The principal is not the chair or the executive member on the panel so that appeals in the first instance will be considered by the principal. Panel members will not discuss applications or procedures with parents. The principal will respond to parent enquiries and provide support with the appeals process if needed.

## Criteria for Non-Local Applications

Selection for John Edmondson High School does not depend upon student ability, performance, or achievement. Decisions regarding non-local offers of placement will be made **only** when the school is below its enrolment buffer. No single criterion will guarantee selection; however, *priority will be given to siblings of currently enrolled students, where possible and only if the school is below the enrolment buffer.* The criteria below are listed in priority order.

- Siblings already enrolled at the school
- Recent changes in the local intake area boundaries
- Medical support needs
- Compassionate circumstances
- Availability of courses or combinations of courses
- Proximity and access to the school
- Structure and organisation of the school

## 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 at the local level the Director Educational Leadership for our school will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

## Requesting proof of eligibility or entitlement

*Section 34A of the Education Act 1900 (NSW)* indicates a principal may require a person seeking to enrol a child in a school to provide proof, to the satisfaction of the principal, of the child's identity, date of birth and home address. Principals can seek information they consider to be of assistance in determining if the applicant is a local enrolment. Such evidence may include council rate notices, accounts for electricity, gas or water, telephone bills, lease documents or electoral enrolment confirmation.



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## Termination of enrolment due to false information

An enrolment may be terminated under *Section 34A of the Education Act 1990 (NSW)* if a child is enrolled as a result of false documentation. The application for enrolment requires the applicant to declare the information provided is correct. It also makes it clear the provision of false or misleading information or false statutory declaration can result in the enrolment being reversed and is an offence that can result in imprisonment and/or a fine.

## Residential address check

Under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. Schools that are at or nearing their local enrolment buffer will use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

Document showing the full name of the child's parent	Points
<b>1. Only one of (i.e. no additional points for additional documents)</b> 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	<b>40</b>
<b>2. Any of the following</b> 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	<b>20 each</b>
<b>3. Any of the following documents</b> 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.	<b>15 each</b>

\* up to three months old

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