

# WEST WYALONG HIGH SCHOOL

Principal: Mr Gregory Sheens  
Dip. Teach (Secondary I.A.),  
Grad. Dip (Education Computing)

30 Dumaresq Street, West Wyalong 2671

PO Box 167, West Wyalong 2671

Phone (02) 6972 2700

Fax (02) 6972 2236

Email: [westwyalon-h.school@det.nsw.edu.au](mailto:westwyalon-h.school@det.nsw.edu.au)

Dear Parent/Carer

## **Out of area enrolment**

Please find attached a copy of our school enrolment policy containing the link to the NSW Department of Education "Enrolment of students in NSW government schools" policy.

Please complete the expression of interest form and return this to the school as soon as possible for the enrolment panel to make a decision on your child's enrolment. You may also attach supporting documentation to assist the panel in making their decision.

Once the expression of interest form is received, a decision will be made within five (5) business days and we will contact you with the panel decision. If you are not satisfied with the panel decision, you then have a right to appeal the decision by contacting the Griffith Educational Office on 02 6961 8114.

If you have any further questions, don't hesitate to ring me on 6972 2700.

Thanks

Mr Gregory Sheens

Principal

West Wyalong High School



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## WWHS ENROLMENT POLICY

This policy is to read in conjunction with the NSW Department of Education "Enrolment of students in NSW government schools" - <https://education.nsw.gov.au/policy-library/policies/pd-2002-0006>

### General Principles Governing Enrolment

Children are entitled to seek to be enrolled at the local secondary school that is **designated for the intake area** within which the child's home is situated and that the child is eligible to attend. Students living in the designated intake area of the local secondary school have priority enrolment.

### Enrolment Ceilings

Each secondary school will establish an enrolment ceiling, based on available permanent accommodation and not demountable buildings. Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The buffer will be based on historical data, on enrolment fluctuations and movement of families into and out of the area.

### Non Local Enrolment

In most circumstances non local enrolments are declined, however, extraordinary circumstances and welfare related issues may result in non local enrolment.

Applications for non local enrolment are considered by the Placement Panel consisting of the Principal (or executive representative), Parents and Citizens Association representative, Deputy Principal and Year Advisor.

The criteria considered to assess non local enrolments are:

- Siblings already enrolled at the school
- Special interests and abilities
- Family organisation
- Safety and supervision of the student
- Proximity or access to the school

### Relevant previous history

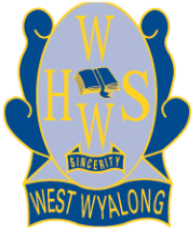
The NSW Department of Education has a responsibility to assess and manage any risk of harm to its staff and students. If there is such a case the school needs to do a risk management plan of the student concerned.

### Enrolment Implementation

During the enrolment process for any student the following steps should be taken;

An interview is arranged by front office staff.

Parents/Guardians are informed of the information that they are required to present at interview. This information includes



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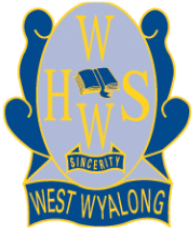
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- Proof of address to determine local residency e.g. original copies of council rate notice, residential lease, electricity accounts
- Birth certificate or identity documents
- Copy of family law or other relevant court orders
- Transfer certificate (if transferring from another NSW government school)
- School reports
- Any other relevant documentation e.g. passports

If the child is not a permanent resident of Australia the following needs to be provided

- Passport or travel documents
- Current visa and previous visas
- If the student is of an NESB background

The previous school is contacted to establish academic standard, WH&S issues related to violence and staff safety.



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## OUT OF AREA EXPRESSION OF INTEREST APPLICATION

Please attach to this application:

- a copy of your birth certificate
- last school report
- any other supporting documentation to support your application.

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex:  M  F

Year to enrol: \_\_\_\_\_ Current School: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Parents/Carers whom child is living with: \_\_\_\_\_  
\_\_\_\_\_

Reason for seeking out of area enrolment: \_\_\_\_\_  
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