Enrolment Policy 2011

Enrolment Policy for Students in Year 6 and Entering Year 7

Epping Boys High School has a geographic enrolment zone and has a ceiling on the number of enrolments that can be accepted. In 2011, this will be 180 students. Successful placement at Epping Boys High School depends on a set of criteria determined by the school, with residential proximity being the major factor.

NB: As the number of applicants and their residential addresses vary each year within the geographic enrolment zone, the actual size of the ‘drawing area’ for the school will also change each year.

Placement at Epping Boys High School

Epping Boys High School’s geographic enrolment zone actually lies over the top of the intake areas of the local coeducational high schools located nearby: Pennant Hills High School, Carlingford High School, Marsden High School, Ryde Secondary College and Hunters Hill High School.

In addition, there are four single sex high schools in Northern Sydney Regions which have a geographic enrolment zone. These four schools have a limit on the number of enrolments they can accept and as a result, successful placement in these four schools depends on a set of criteria determined by each school, with residential proximity being the major factor.

Students residing within the geographic enrolment zone of Epping Boys High School have two ‘designated local secondary schools’ to consider – one single-sex and the other coeducational. However, due to the ceiling of 180 boys who can be enrolled in Epping Boys High School in Year 7, successful placement in Epping Boys High School depends on the enrolment criteria.

Epping Boys High School Geographic Enrolment Zone

Epping Boys High School has a geographic enrolment zone. The boundary of this geographic enrolment zone runs from the western side of Lane Cove River in the north down to the Parramatta River across to Spofforth Street Ermington, up to Kissing Point Road, to Stewart Street, to Marsden Road, onto Jenkins and Oakes Roads (Carlingford/Pennant Hills), to Castle Hill Road and across to the Lane Cove River again.

It covers the suburbs of Epping, North Epping, Beecroft, Cheltenham, Marsfield, North Ryde, Macquarie Park, Eastwood, Denistone, East Ryde, West Ryde, Ryde, Meadowbank, Gladesville, Putney, Tennyson, Hunters Hill and Woolwich.

Students residing in this geographic enrolment zone may apply to come to the school but due to heavy demand there is no guarantee of placement.
**Enrolment Criteria**

Epping Boys High School must be stated as a first non-selective choice on Expression of Interest Form.

The Expression of Interest Form will be based on residential location within the geographic enrolment zone and prioritised according to the following factors:

- Residential proximity to the school within the geographic enrolment zone.
- Acceptance into 7 Plus Class
- Siblings residing in the geographic enrolment zone.
- Offers to non-local siblings will be prioritised on the basis of residential proximity to the school.
- Aboriginality.
- Offers to sons of old boys will be prioritised on the basis of residential proximity to the school.
- Compassionate/special grounds considered on an individual basis.

**Placement Panel**

The placement panel for 2011 Year 7 students will be comprised of:

Principal: Mr Peter Garrard  
Deputy Principal: Mrs Cassy Norris  
School Administration: Mrs Belinda Cosgrove  
P & C President: Mr Michael Keen  
Stage 4 Coordinator: Ms Sally Wybenga  
Year 7 Adviser: Ms Felicity Horstead  
Head Teacher Administration: Mr Peter Day

**Required Identification for Enrolment**

Two pieces of evidence are required upon enrolment.

1. If a parent/guardian **owns** their property – they must produce originals of:
   - Municipal Council Rate notice
   Plus one other of the following selection
   - Gas or Electricity Account
   - Telephone Account
   - Electoral Enrolment  
   **NB:** Driver's licence is NOT acceptable

   **OR**

2. If parent/guardian is **renting** – they must produce originals of:
   - Current Tenancy Agreement
   - Current rental receipts (Bond receipt plus latest receipt)
   **Plus** one other of the following selection
   - Gas or Electricity Account
   - Telephone Account
   - Electoral Enrolment  
   **NB:** Driver's licence is NOT acceptable

   **OR**

3. If parents are living with others where there is no formal lease agreement then they need to provide a **statutory declaration** to this effect signed by a **Justice of Peace** or make **legal arrangement** through a **solicitor**. A **statutory declaration** from the "landlord" is also required confirming arrangements that are in place and his or her understanding the person intends to reside there during the school year.
Do any legal ramifications arise if a person provides false information in order to gain enrolment in a particular school?

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence which has a penalty of up to 2 years imprisonment, $22,000 fine or both – section 307B of the *Crimes Act 1900*.

If a person provides a statutory declaration he or she knows to be false, for the purpose of gaining entry to a school he or she commits an offence which has a maximum penalty of 7 years imprisonment – section 25A of the *Oaths Act 1900*.

**Proof of Identity**

Students enrolling must produce one of the following documents - Birth Certificate or Identity documents

- **Birth Certificate** - If the child and parent/s are born in Australia or New Zealand
- **Passport or Australian Citizenship** – 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

*If a child was born in Australia and both parents are born overseas, it will be necessary to sight the child’s passport and also the parents’ passports.*

**Enrolment Policy for Students in Years 8 – 12**

Epping Boys High School is a single sex high school with a geographic enrolment zone. Students residing within the geographic enrolment zone may apply to enrol at Epping Boys High School but it is **not an automatic entry into the school**. Epping Boys High School has a ceiling of 180 students for Years 7 - 8 and we are unable to exceed this ceiling. For Years 9 and 10 this ceiling can be increased by no more than 5 boys in each year. The ceiling of 180, which applies to Years 7 to 10, can be slightly exceeded in Year 11.

Students applying to enrol in Years 8 – 12 will be placed on a waiting list for a period of 12 months. This will be reviewed on an annual basis. It is necessary for the parent or guardian to contact Epping Boys High School at the end of the 12 months to request the application be continued for the next year.

When a place becomes available in any year the Principal and the Enrolment Officer will determine which students are to be contacted for interview for the place available.

The order in which students are placed on the wait list is by date of application. Students that have been placed on the wait list for the longest time will have priority rather than proximity to the school, as for students enrolling from Year 6 to Year 7.

Students residing within the geographic enrolment zone have priority over students that are outside our geographic enrolment zone.

Parents/caregivers of students who are asked to attend an interview for possible placement in Years 8 – 12 will be asked to provide at interview

- Proof of identification of residence as stated previously
- Student’s most recent report
- Birth Certificate – if the child and parents were born in Australia
- Passport or Australian Citizenship – if child was born overseas and is an Australian Citizen
- Passport – if child was born overseas and not an Australian Citizen

*If a child was born in Australia and both parents are born overseas, it will be necessary to sight the child’s passport and also the parents’ passports.*
Students Applying to Enter Year 11
Interviews will take place in Term 2 and 3 of the preceding year and after Year 10 half-yearly exams. No student will be enrolled into Year 11 after Term 1.
Principal is to make decision and final approval for enrolment.

Enrolment Policy for Non-Local Students in Years 7 – 12
Students who do not reside within our geographic enrolment zone will only be offered an interview for placement in Years 7 – 12 if there are no in-area students on the wait list and where special circumstances apply.

International Students
Under the Federal Government regulations, overseas students and their dependants have a lower enrolment priority than Australian citizens, permanent residents and temporary residents.

Application is made through the International Student Centre. Students holding a 571 Student Visa who apply for entry into Year 11 for the HSC will be considered for placement after interview with the Principal. Placement is also dependent on availability of courses that the student has chosen to study. Students must reside within the geographic enrolment zone.

Students holding a 571 Student Visa wishing to enrol into Years 7 to 10 will only be considered if there are no in-area students waiting for placement. Students must reside within the geographic enrolment zone.

International Student Centre
NSW Department of Education and Training
PO Box 707
(827-839 George Street)
BROADWAY NSW 2007
Australia

Telephone: 9217 4801 or 9217 4808
1300 302 456 (in Australia)
Email: isc@det.nsw.edu.au

Exchange Students
Epping Boys High School welcomes exchange students. Applications are considered on a case by case basis.

The Principal is to make the decision and give final approval for enrolment.