1. Context

Moorebank High School was identified as a selective and comprehensive school in 2009. The Department’s *High Performing Students Unit* (previously known as the *Selective Schools Unit*) allocates sixty Year 7 selective students to the school who are identified through the unit’s testing and associated processes. The first in-take of Year 7 selective students took place in 2010 and a further sixty selective students will be offered places in Year 7 at the school each ensuing year. The school will maintain a ceiling of sixty selective students in each year group in Years 7-10 as directed by the DEC. Vacancies in the selective stream at Moorebank High School in Year 7 will be filled by the *High Performing Students Unit*. Vacancies in the selective stream in other year groups will be filled as per the school’s *CoS4 Selective Students Year 8-12 policy* – a policy that is approved by the *High Performing Students Unit*.

The *Moorebank High School Comprehensive Student Placements 2015 Enrolment Policy* outlines the process and guidelines applicable for the placement of students in the comprehensive stream of Moorebank High School in 2016. It replaces Moorebank High School’s *Comprehensive Student Placements 2015 Enrolment Policy* in relation to Year 7 2016 placements. The boundary for the local intake area is illustrated in the appendix below.

2. 2016 Enrolment Ceilings and Buffers in Years 7 – 10

Variations in enrolment ceilings are necessary to accommodate local community needs in the context of recent changes. Changes that affect anticipated enrolments in 2016 and beyond include the rising number of enrolments from newly arrived residents of Georges Fair, legislated raised school leaving age to 17 years and the introduction of the selective stream in 2010. The physical resources of the school have also been considered in setting the following ceilings and buffers:

a. 2016 Year 7 Comprehensive Students’ Enrolment Ceiling and Buffers

Moorebank High School will maintain an enrolment ceiling of 120 students for Year 7 comprehensive students in 2015. This ceiling is based on accommodating the current and historical enrolment data related to students residing within the Department’s boundaries for the local in-take area gathered from the three local government primary schools, these schools being Nuwarra, Newbridge Heights and Chipping Norton Primary Schools.

Within the enrolment ceiling, a buffer of up to 6 places will be maintained at the end of 2015 to accommodate local in-area students arriving just prior to, or later in the 2016 school year. Places in
the buffer of the comprehensive cohort of 120 students may not be offered to students residing outside of the local in-take area.

Should the number of in-area students exceed 120, Moorebank High School will increase the number of comprehensive places to 150. Within this enrolment ceiling, a buffer of up to 6 places will be maintained at the end of 2015 to accommodate local in-area students arriving just prior to, or later in the 2016 school year. Places in the buffer of a comprehensive cohort of 150 students may not be offered to students residing outside of the local in-take area.

b. 2016 Year 8 Comprehensive Students Enrolment Ceiling and Buffer

Moorebank High School will maintain an enrolment ceiling of 150 comprehensive students for Year 8 in 2016.

Within the enrolment ceiling, a buffer of up to 6 places will be maintained at the end of 2015 to accommodate local in-area students arriving just prior to, or later in the 2015 school year. Places in the buffer may not be offered to students residing outside of the local in-take area.

c. 2016 Year 9 Comprehensive Students Enrolment Ceiling and Buffer

Moorebank High School will maintain an enrolment ceiling of 120 comprehensive students for Year 9 in 2016.

Within the enrolment ceiling, a buffer of up to 6 places will be maintained at the end of 2015 to accommodate local in-area students arriving just prior to, or later in the 2016 school year. Places in the buffer may not be offered to students residing outside of the local in-take area.

d. 2016 Year 10 Comprehensive Students Enrolment Ceiling and Buffer

Moorebank High School will maintain an enrolment ceiling of 120 comprehensive students for Year 10 in 2016.

Within the enrolment ceiling, a buffer of up to 6 places will be maintained at the end of 2015 to accommodate local in-area students arriving just prior to, or later in the 2016 school year. Places in the buffer will not be offered to students residing outside of the local in-take area.

e. 2016 Years 11 and 12 Comprehensive Students Enrolment Ceilings and Buffers

An enrolment ceiling for Year 11 and Year 12 comprehensive students is contingent upon variables including the number of students leaving for work or further education at TAFE or another setting, as well as curriculum constraints where particular subjects and classes may have vacancies following current student choices. Hence an enrolment ceiling for Year 11 and 12 cannot be set at the time of the writing of this policy. Applications for enrolment in Years 11 and 12 will however be taken and applicants advised of their place on an order of eligibility and merit list.

3. Enrolment Placement Panel

This panel has been established to ensure that fair and equitable decisions are made about the enrolment of comprehensive students in Year 7 at Moorebank High School. The placement panel will primarily consider non-local applications for enrolment.
The panel consists of:

- Principal
- Deputy Principal
- Member of the parent body

The Enrolment Placement Panel is responsible for:

(i) Monitoring, evaluating and revising this policy from year to year or as required.
(ii) Consideration of out-of-area comprehensive applications in Year 7 following the enrolment criteria listed below.
(iii) Placement of out-of-area Year 7 comprehensive applicants on an order of eligibility and merit list comprising of:
   - Those students to whom offers shall be made.
   - Those students who shall be placed on a waiting list in order of merit.
   - Those students who are unsuccessful in their application.

The Principal and a Deputy Principal assess applications from non-local students for placement in the comprehensive stream in Years 8-12 using the criteria below.

4. Enrolment Criteria for Placement as a Comprehensive Student

Students seeking enrolment at Moorebank High School should meet the following criteria to be eligible for enrolment.

a. In-Area Enrolment – Comprehensive Placements

(i) We require proof of address in the name of parent or caregiver from at least three (3) different sources. These could include a rates notice, rental agreement, electricity bill or a gas bill. Families must live in the DEC local boundaries to be considered ‘local students’. Students enrolling will also need to provide a birth certificate or passport and other documents such as Family Court Orders, recent School Reports and proof of clearance from the previous school. Temporary visa holders need to be checked with DEC before enrolment can take place.

(ii) Where a parent claims that the student lives with a guardian (other than a parent) in area, we require a Statutory Declaration to state who is the legal guardian.

(iii) DEC Student information Forms will be sent to the previous school for review before the enrolment and an interview with the Principal or Deputy Principal will be held for students seeking enrolment at or after the commencement of the 2016 school year before enrolment is finalised.

(iv) Enrolment interviews are held with the Principal or Deputy Principal for applicants 12 seeking placement in Years 8-12 to discuss the student’s learning needs and history, school expectations, programs and school organisation. These interviews are also conducted with applicants currently in Year 7 who are seeking to move high schools for placement in the Year 7 comprehensive stream.

(v) Once a student has been accepted, all forms will need to be returned to the school, a school uniform purchased and a portion of the school fees paid. The starting date will be up to two to three days following the interview.
b. Out Of Area Enrolment Application - Comprehensive Placements

Students residing outside of the local in-take area may be considered for enrolment based on current student numbers and the gap in the enrolment ceiling. The school’s Enrolment Placement Panel will meet to consider expressions of interest from prospective Year 7 students residing out of the local in-take area that are lodged in 2015. Applicants are advised to include evidence that supports the panel’s assessment of the application against the criteria. The panel (for Year 7 applications) or the Principal and Deputy Principal (for Years 8-12 applications) will take into account:

(i) Sibling preferences, if the student applying for enrolment has a sibling within the comprehensive and/or selective streams of the school.
(ii) For year 7 placements, whether the student was enrolled at an in-area partner primary school (Nuwarra, Newbridge Heights and Chipping Norton primary schools) in Year 6.
(iii) Primary Principal’s comments for students seeking a Year 7 placement.
(iv) Evidence of specific welfare circumstances of the student that is also supported and endorsed by the applicant’s current School Counsellor and/or current School Principal.
(v) Evidence of student talents and abilities that support the ethos and special programs of the school, as determined by the panel.
(vi) The need for relative gender balance in the cohort.
(vii) Proximity of the student’s residence to the school.
(viii) Overseas fee paying students approved by the Department and the International Students Centre.

The panel (for Year 7 applications) or the Principal and Deputy Principal (for Years 8-12 applications) will consider documented evidence provided of the criteria alone. Applications will be ranked on the basis of the number of criteria met, and the extent to which they are met. For example, a student who has attended one of the in-area partner primary schools and who has two siblings at the high school already may be ranked more highly than a student who is applying on the grounds of close proximity to the in-take boundary and learning achievements. Having one or more siblings in the selective or comprehensive stream alone may not guarantee a high ranking because the panel considers all criteria to make a holistic decision for each application. Parents are advised to carefully consider this before applying to enrol the first of two or more children at the school.

There is no implied order established by this listing of criteria. A holistic approach, based on the individual’s application, will form the basis of assessment by the panel.

Applicants are advised to include evidence that supports the panel’s assessment of the application against the criteria. Applications for out-of-area enrolment can include previous reports, merit certificates, current comments from the applicant’s Principal and any other documents that constitute evidence of criteria above. An offer of an out-of-area position in Years 8 – 12 will be contingent on an interview conducted by the Principal or Deputy Principal with the applicant and the applicant’s parent(s) or caregiver(s) along with risk assessments and standard Departmental background check information provided by the applicant’s current school (as per DEC policy). This may also be applied for out-of-area positions in Year 7 made after the panel’s assessment of applications during Round One scheduled to be completed by 22 May 2015 or during the 2016 school year.

The order of eligibility and merit list for out-of-area applicants will be maintained up to the end of term 1 2016. The size of this list will reflect realistic expectations of potential vacancies and applicants will be advised of this, along with their ranking. Generally, the school will not consider new out-of-area comprehensive placement applications after mid-term one and up until mid-term 4.
5. Information Updates

It is a condition of enrolment that the applicant keeps the school updated in respect of changes to their residential address, medical information and emergency contact numbers.

6. Enrolment Officers

The enrolment officers assisting the enrolment placement panel in the management of enrolments are Mrs Nurgul Karabacak, Mrs Olivia Dean and Mrs Moya McCann. Any enquiries in regard to enrolment may be directed, in the first instance, to them on (02) 9601 3999.

*Moorebank High School’s Community Focus Group endorsed this policy on Monday 9 February, 2015.*

Mr N. Magriplis  
Principal (for the Enrolment Placement Panel)  
Date: 9 February 2015

Appendix: Map of Boundary for the Moorebank High School Intake Area

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= Boundary