



## Cumberland High School

183 Pennant Hills Road, CARLINGFORD NSW 2118

Ph:02 9871 7718

Email:cumberland-h.school@det.nsw.edu.au

[www.cumberland-h.schools.nsw.gov.au](http://www.cumberland-h.schools.nsw.gov.au)

### CUMBERLAND HIGH SCHOOL STUDENT ENROLMENT POLICY

#### Rationale

This document provides information for the community and direction for school personnel on the entitlement, requirements and procedures for the enrolment of students in government schools in New South Wales. It is a summary statement which draws on a variety of other Department of Education documents which are identified in the text. Individuals requiring more detailed information should refer to the documents or the directorates indicated.

#### Legislative Context

The government school system in New South Wales exists to provide high quality education for all students. The Education Reform Act 1990 (amended 2018) outlines the objects of education and the legal requirements for compulsory schooling. In brief, the legislation requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

#### General Principles Governing Enrolment

- A student is considered to be enrolled when an application to enrol is certified as accepted by the Principal and the student is placed on the enrolment register.
- A student should be enrolled in one school only at any given time.
- Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.
- Parents may apply to enrol their child in the school of their choice.
- School local areas are set centrally
- An enrolment ceiling is set centrally; nominating the number of students that can be enrolled in the school.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments are outlined in the procedures below.
- The policy and criteria should be expressed in plain English, and in community languages where necessary.

It should be made clear what consideration will be given to each of the criteria. In addition to these general principles, there are particular criteria for enrolment in some schools including selective high schools, some specialist high schools, Intensive English Centres, and for some students including international students and students with special learning needs.



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The decision on where to enrol a student, and with what level of support, will depend on a number of factors, including a student's educational needs, the expressed desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

### Discrimination in Enrolment

In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

The current Department of Education policy is available at the following link:

<https://education.nsw.gov.au/policy-library/policies/pd-2002-0006>

### School Policy

It is a requirement that all students be enrolled in a suitably registered schooling environment from ages 6 – 17 years, unless exemptions and/or exceptions are applied for, and approved.

Cumberland High School (CHS) will offer an enrolment opportunity to all students who wish to become part of the CHS community. Acceptance of an application to enrol will be based on the meeting of a range of Departmental and school specific criteria. An application to enrol does not automatically guarantee enrolment at the school.

From 2020, students who do not reside within the designated in-take area, will only be considered if the school has not reached the centrally determined enrolment buffer for that year. Additional information on non-local enrolment applications can be found in the procedures below.

Students who are enrolled at CHS will be expected to meet the school's requirements for attendance, punctuality and uniform, which does not make allowance for transportation issues which exist beyond the school's in-take area.

CHS will implement all aspects of the NSW Department of Education's enrolment policy;

- CHS will have an enrolment cap set centrally and a local enrolment buffer established by the Principal, and approved by the Director Educational Leadership.
- CHS will work within its enrolment cap of 860 with a minimum 5% buffer for each cohort when timetable construction begins for the following year. This relates to the number of students that can be enrolled based on the school's current permanent accommodation.
- Non-local enrolment applications will not be accepted at CHS as the school is currently over its cap. Additional information on non-local enrolment applications can be found in the procedures below.
- CHS will use the prescribed 100-point residential address check to confirm that the child being presented for enrolment resides within the school's intake area.



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### Outcomes

- CHS will implement the NSW Department of Education's Enrolment of Students in NSW Government Schools Policy in an equitable and transparent manner.

Related policies and guidelines include:

- [Enrol in a NSW Public School: Enrolment information](#)
- [Distance Education Enrolment Procedures](#)
- [General Enrolment Procedures](#)
- [Proof of Identity and Residency Status](#)

Review completed: October 2024

Policy implemented: January 2025

Review date: January 2026



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### ENROLMENT POLICY IMPLEMENTATION / PROCEDURES

#### General Procedures – In Area Enrolments

1. The enrolment cap for CHS is 860 with a minimum 5% buffer.
2. Local enrolment applications, including local temporary residents, will be accepted at CHS. All applicants must provide proof of residential address as per the 100-point identification check.
3. An Application to Enrol must be submitted for each enrolment, either online or by completing and signing a hard copy and submitting to our front office.
4. All supporting documents, as per CHS's 100-point Enrolment Checklist, must be submitted together with every Application to Enrol.
5. Once all documents, as outlined above, have been received, an enrolment interview will be conducted for all enrolments into Years 7 – 12. With regards to Year 6 into Year 7 enrolment interviews will be contacted on a case-by-case basis.

#### General Procedures – Out of Area Enrolments

1. Non-local enrolment applications will not be accepted at CHS as the school is currently over its cap.
2. If enrolment falls below the centrally identified cap AND if the number of available enrolment places are not filled by students from within our designated in-take area, the school will convene an enrolment placement panel. This panel will comprise of the Principal's delegate, the school enrolment coordinator and a representative appointed by the Parents and Citizen's Association.
3. Agreed Placement Criteria for non-local enrolment applications will include:
  - a. Structure and organisation of the school (eg number of places available in each cohort, sporting and/or musical and/or other programs)
  - b. sibling/s currently attending the school with siblings of students in support units given priority
  - c. availability of subjects or combinations of subjects
  - d. students with learning and wellbeing needs requiring reasonable adjustments and/or additional educational support, including cultural considerations, disability, developmental age, trauma, child protection concerns, medical and individual needs and circumstances
  - e. Consideration given to children of parents/carers who work at the school.

Meeting the above criteria does not automatically guarantee placement at the school. The enrolment placement panel will determine the degree to which each application meets the Agreed Placement Criteria.

4. Parents may submit an out of area enrolment by following the same procedure as for in area enrolment. The panel will consider only those matters presented in writing on the correct departmental forms.
5. An appeal to an application outcome may be made in writing to the Principal who will determine whether the stated criteria in the school policy have been applied fairly.



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### People

School staff have a responsibility to:

- Understand this policy and apply it consistently
- Provide timely and accurate information to parents/carers seeking to enrol their child at CHS
- Maintain confidentiality of information provided
- Provide the enrolment committee with accurate information regarding availability of spaces and other considerations from the school situation
- Not make enrolment offers unless authorised to by the principal or delegate

Students have a responsibility to:

- Seek enrolment only if prepared to attend CHS
- Ensure family contact details are kept up-to-date
- On acceptance of enrolment, comply with the school's policies and behavioural expectations
- Meet attendance policy requirements

Parents and caregivers have a responsibility to:

- Provide completed documentation and notify the school of anything which may have an influence on the potential enrolment of their child/children.
- Inform the school of any changes in details provided
- Provide supporting evidence/documentation when any change has occurred
- Inform the school should they wish to withdraw their application for enrolment

All members of the school community have the responsibility to:

- Respect the rights of enrolment by all students at the school
- Accept the decisions of the enrolment placement policy

### Review, evaluation and reporting:

This policy is to be reviewed annually and updated as necessary, according to the findings of its application. There will be a reporting process as part of the Annual Report regarding student enrolment at CHS.