



## **Expression of interest to enrol at Northlakes High School**

To arrange a pre-enrolment interview, please complete all sections of the attached form and return together with the following supporting documents:

- ☐ **Copies of school reports for the last 12 months and NAPLAN (for academic progress and attendance)**
- ☐ **3 documents that confirm your name and home address (eg: rates notice, utilities account, tenancy agreement, licence) (3 documents in total)**
- ☐ **2 documents that confirm evidence of the student's relationship to primary caregiver- (eg. Birth certificate, Health Care card, Medicare card, etc) (2 documents in total)**
- ☐ **Visa/Passport required by students born and/or educated outside Australia**
- ☐ **ASCIA Health plan if applicable**
- ☐ **Copy of any Legal Documents re guardianship, etc where applicable**
- ☐ **Statutory Declaration regarding Legal Guardianship other than parent, if student is not living with parent(s)**
- ☐ **Original documents must be sighted, and we will photocopy for you**
- ☐ **Applications will not progress without return of this application and all supporting documents**
- ☐ **All applications are subject to a background check from current school which forms part of this application**
- ☐ **Please complete all relevant pages of this document**

You may also wish to attach additional information or documentation to support your application. We may also request additional information and documents for your interview.

You will be contacted by the Deputy Principal upon receipt and consideration of the provided information.

Please be aware that until all documentation is submitted and assessed the enrolment process may be delayed. Please also be aware that any special circumstances such as out of zone applications will be accessed on their own merit (*supporting evidence may be required eg: Statutory Declaration*).

Please note the submission of this Expression of Interest form does not guarantee enrolment.

It is the responsibility of the applicant to disclose all information relative to enrolling eg: risk assessment, integrated funding.

Should you require further assistance please contact **Northlakes High School** on **4390 0555**.

**Yours Sincerely**

**Mr W. Welham**  
**Principal**

# NORTHLAKES HIGH SCHOOL

## EXPRESSION OF INTEREST FOR PLACEMENT (To be completed by Parent/Carer and Student)

### 1. STUDENT INFORMATION

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_  
Address: \_\_\_\_\_  
State: \_\_\_\_\_ P/code: \_\_\_\_\_ Student Mobile: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Male ☐ Female ☐ Aboriginal/Torres Strait Islander Yes ☐ No ☐  
Australian Citizen: Yes ☐ No ☐ Visa Status/Number (if applicable): \_\_\_\_\_

### 2. PARENT/CARER INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ State: \_\_\_\_\_ P/code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

### 3. CURRENT SCHOOL INFORMATION

Name of current/most recent last school attended: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ State: \_\_\_\_\_ P/code: \_\_\_\_\_  
School Phone: \_\_\_\_\_ School Email: \_\_\_\_\_  
Year/Level at current/most recent school: \_\_\_\_\_ Date last attended: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Name of contact person at previous school: \_\_\_\_\_ Position: \_\_\_\_\_  
Student NESA Number (yrs 10-12 only) \_\_\_\_\_ NESA All My Own Work Completed: Yes ☐ No ☐  
USI Number (if applicable – eg. Has completed school-supported TAFE course) \_\_\_\_\_

#### 4. NEW SCHOOL ENROLMENT INFORMATION

Preferred date for enrolment: \_\_\_\_/\_\_\_\_/\_\_\_\_ Preferred Year Level: 7 8 9 10 11 12

Subject/Courses sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does this student have any other family members already enrolled at Northlakes High School: Yes ☐ No ☐

Name/s: \_\_\_\_\_

Year/s: \_\_\_\_\_

#### 5. PREVIOUS SCHOOL EXPERIENCES

Does the student have any special learning needs or physical needs? Yes ☐ No ☐

If yes, please explain:

\_\_\_\_\_

Have there been concerns with attendance at previous schools? Yes ☐ No ☐

Home School Liaison Officer involved? Yes ☐ No ☐

If yes, please explain:

\_\_\_\_\_

Have there been concerns with behaviour or violence at previous schools? Yes ☐ No ☐

If yes, please explain:

\_\_\_\_\_

Has the student ever been suspended or expelled from any school? Yes ☐ No ☐

If yes, please explain:

\_\_\_\_\_

If yes, has a resolution meeting been conducted at current school? Yes ☐ No ☐

For students seeking enrolment in Years 9-12: Has the student received an official warning letter indicating non completion of course requirements? Yes ☐ No ☐

If yes, please explain:

\_\_\_\_\_

#### 6. MEDICAL HISTORY

Does your child suffer from a diagnosed medical condition or allergy? Yes ☐ No ☐

If yes please complete the following with as much detail as possible. Please attach a current ASCIA plan.

**Medical:** condition \_\_\_\_\_

Medication \_\_\_\_\_

Is medication required at school? Yes ☐ No ☐ please provide details \_\_\_\_\_

**Allergies:** allergy \_\_\_\_\_

Medication \_\_\_\_\_

Is medication required at school? Yes ☐ No ☐ please provide details \_\_\_\_\_

## 7. PERMISSION TO EXCHANGE INFORMATION

I give permission for schools and School Counsellors to exchange information regarding this application:

Yes ☐ No ☐ If no, please explain:

Is your child currently supported by any external agencies? Eg DCJ, family support service Yes ☐ No ☐

If yes please provide details:

Name of agency\_\_\_\_\_

Contact person with Agency\_\_\_\_\_

Phone Number

Name of agency\_\_\_\_\_

Contact person with Agency\_\_\_\_\_

Phone Number

Name of agency

Contact person with Agency

Phone Number

Name of agency

Contact person with Agency

Phone Number

I give permission for the Principal of Northlakes High School or their delegate to contact external agencies on my behalf Yes ☐ No ☐

**8. HOW WILL YOUR CHILD CONTRIBUTE POSITIVELY TO #teamNorthlakes (Northlakes High School)?**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## 9. ZONING AND YOUR APPLICATION

All NSW public schools enrol according to Department of Education Zoning. Northlakes High School can accept 'in zone' local enrolments from the following areas: **San Remo, Doyalson, Blue Haven, Budgewoi, Halekulani, Buff Point, Bushells Ridge and parts of Charmhaven.**

Do you reside in Northlakes High School's drawing area? **Yes** ☐ **No** ☐

**If no, please complete the following pages:-**

All non-local enrolment applications will be assessed on individual merit by the placement panel whose decision will be final. Students who reside outside the drawing areas listed above, will be considered to be **‘a non-local enrolment’**. Non-local enrolment applicants may be asked to provide eg: Statutory Declaration of residence evidence, Visa documentation, etc.

### Non-Local Application – supporting evidence.

All non-local applications are assessed on individual merit by an enrolment panel. Please provide details below:-

[illegible]

**Please attach current supporting evidence eg: Paediatrician report, contact details and any supporting documents from staff at currently enrolled school.**

**Please note that submission of this application does not guarantee enrolment.**

Signature parent/caregiver: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**I confirm that all information I have provided is true and correct:**

Signature of parent/caregiver: \_\_\_\_\_

Signature of student: \_\_\_\_\_

### **Non-Local Enrolment Application:-**

Students with special circumstances will only be considered for placement if there is room in the classes already established for the local students. Additional classes cannot be formed in order to provide places for 'non-local' enrolments.

### **Northlakes High School Enrolment Committee is made up of:**

- Deputy Principal
- A member of the teaching executive
- A representative of the school's P & C Association
- The School Counsellor (where applicable)

### **Northlakes High School Enrolment Panel:-**

- Northlakes High School's enrolment panel will contact the student's current school to seek further information if necessary
- The Enrolment Panel will consider and make recommendations on all non-local enrolment applications.
- The decisions made by the panel are made within the context of the enrolment ceiling and the buffer retained for local students arriving later in the Year. The placement panel records all decisions and minutes of meetings will be available on request.

### **Criteria for Non-local Enrolment Applications.**

- The placement criteria for non-local applicants listed below will be used by the panel to establish an order of placement, so as to either offer a position at the school (when local enrolment numbers permit) or placement on a waiting list.

### **Criteria (not listed in a priority order)**

- Proximity and access to the school
- Medical reasons: disability etc
- Safety & supervision of the student
- Availability of subjects or combinations of subjects (particularly in Years 11 & 12)
- Access to unique facilities/learning experiences such as Agriculture, Dance company and advanced levels of Hospitality and Entertainment.
- Compassionate circumstances

The panel will ensure that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decision of the placement panel in writing, should they request it.

### **Waiting List**

- A waiting list may be established for non-local students. No waiting list will be maintained if there is no realistic potential for vacancies. The waiting list is current for one year.

### **Appeals**

- Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. Where required, the Principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter. If the matter is not resolved at the local level, the Director of Educational Leadership – Tuggerah Lakes will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

## **The Enrolment Process:-**

- The Deputy Principal will send the Request for information form to the student's previous school to check on any history of violent behaviour or learning support needs. The Deputy Principal will contact non-government schools directly to check on any such history. If the previous school is in another state, the appropriate forms will be sent and must be returned before enrolment can be finalised. If necessary, a Risk Management Plan will be prepared and discussed at the first available staff meeting, before enrolment is finalised.
- At the enrolment interview, the student's reports and other documents provided will be used as the basis for a discussion of appropriate class placement and subject selection. Selection of subjects will be subject to availability. All students will complete a Literacy and Numeracy Assessment (LaST team). The Year Advisor will then use the information to place students.
- School procedures and routines (outlined in the Information Book on the USB) will be discussed at the enrolment interview.
- Any student who is not an Australian or New Zealand citizen must have an appropriate residency visa, or approved to enrol in accordance with the conditions set by the Department of Immigration and Multicultural Affairs (DIMA)
- The Deputy Principal will explain the DoE procedures which must be followed, including the completion of the Application to Enrol in a NSW Government School form and request for information from the previous school.
- If necessary, DoE personnel (student welfare, learning support) will be contacted regarding additional support required. Any health issues (eg. Anaphylaxis, Diabetes) must be addressed by the development of a personal health care plan before enrolment.
- Year 11 & 12 enrolments will negotiate their subject choices with the Deputy Principal subject to class numbers, course availability, past patterns of study and board of study requirements. It should be noted that students wishing to enrol into Year 12 must have a compatible pattern of study available and a successful academic record in this pattern of study for their enrolment to be accepted. The Careers Adviser is consulted concerning TAFE and VET courses.
- All forms must be returned to the School Administration Office and data entered before a timetable can be generated. In general, the enrolment process will require up to 10 days for completion (dependent of prompt return of information by previous schools).
- Administration staff will establish a file, check documents and up-date ERN.
- Students are placed into a 'House' and roll call group; and all students are advised of school's expectations and procedures – through the provision of the Welcome Information Booklet that can be accessed on the USB that each student receives.

## **First Day at School**

- The Deputy Principal will inform the Year Adviser of the student's starting date. The Year Adviser will meet the student at the Administration Office and arrange for another student to show them around the school.
- A personalised school timetable is proof of enrolment at Northlakes High School.
- The Deputy Principal will ensure that any known issues are referred to the Year Adviser and, if necessary, the Learning Support Team, Careers Adviser, LaST, Muru Bilbi, Counsellor or Wellbeing Team, so that students can be provided with appropriate support to ensure a successful start at Northlakes High School.

**Applicant CHECK LIST: Please make sure you have provided all support documents and sign below**

- ☐ **Copies of school reports for the last 12 months and NAPLAN (*for academic progress and attendance*)**
- ☐ **3 documents that confirm your name and home address (*eg: rates notice, utilities account, tenancy agreement, licence*) (3 documents in total)**
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