Carlingford High School
Enrolment Policy

Carlingford High School is one of the outstanding co-educational comprehensive high schools in NSW. Its record of success over forty years is, in part, testimony to the support of parents and families in the local community.

1. Local Enrolment

A local enrolment is a student whose permanent residence is situated within the designated local enrolment area.

a) Applicants residing in the school’s designated local area should complete and submit the form Application to enrol in a NSW government school. This form is available at https://www.det.nsw.edu.au/languagesupport/documents/enrol/application.htm. This form may be submitted to the school at any time throughout the course of the year.

b) The school will seek evidence demonstrating local resident status through the provision of current original documents. These are:
   - Property ownership or tenancy documents in the name of the applicant’s parent (eg rate notice of tenancy agreement)
   - A lease will be considered valid when the school has sighted the original Department of Fair Trading Rental Bond Lodgement receipt.
     - In the case of a tenancy agreement it is the school’s expectation that families demonstrate a commitment to a local area residence through provision of a tenancy agreement of 12 months or more.
     - Principals can also ask parents for a statutory declaration from the “landlord” confirming the arrangements that are in place and his or her understanding the person intends to reside there during the school year.
   - One utility account statement (eg electricity, gas) displaying the name and local address of the applicant’s parent.
   - Another statement displaying the name and local address of the applicant’s parent (eg telephone, bank statement, Centrelink letter).
   - If you currently hold a long term lease of more than 12 months, Carlingford High School will need to sight the most recent rental receipt from the Real Estate Agent to provide that you are still in residence at the enrolment application address.

Note: Special arrangements apply for students on accredited exchange programs.

c) Visa Status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).

d) Guardianship arrangements for enrolling students will need to be confirmed with the school by the students’ parents.
2. Non Local Enrolment
A non local enrolment is a student whose permanent residence is beyond the designated local enrolment area. Parents or caregivers living outside the school’s designated local area may apply to enrol their child(ren) at the school.

a) Places for non-local applicants will be considered in the light of whole school and each academic year’s enrolment figures, given:
   i) the number of teaching spaces available, and
   ii) that sufficient buffers be left to accommodate possible new local enrolments throughout the school year

b) Year 8 to 11 non local applicants should complete and submit the form Expression of interest for out of area placement at Carlingford High School available from the school’s website at http://www.carlingfor-h.schools.nsw.edu.au. Applications should be sent to the school prior to the Panel Placement meeting which is held each term in week six. Year 7 non local applications are submitted via primary schools when the student is in Year 6 at a public school. Year 6 students at non-government schools will need to contact the enrolment officer at Carlingford High School.

c) Applications from prospective students are to be considered by the School Placement Panel, which will consist of the Principal, staff member (in charge of enrolments) and the President of the P & C (or delegate). A member of the Music faculty will be co-opted as required to confirm the credentials of applicants applying on the basis of the study of Music.

d) Non-local enrolment applications for years 7 to 11 will be considered with reference to each applicant’s residential address and the following criteria:
   1. Dire compassionate circumstances verified by a government agency or service such as Department of Community Services, Area Health Service, or Courts.
   2. Study of Music. In the case of Music it is expected that the student has participated in the study of music for at least 2 years prior to enrolment.
   3. Study of a course offering (or combination of offerings unavailable at another school)
   4. Special interests and abilities
   5. Medical reasons
   6. Sibling of a child currently enrolled at Carlingford High School.

Please note: Satisfying one or more of the above criteria does not guarantee enrolment. Offers of enrolment to non local applicants may only be made when places are available – refer to b) above. Having a sibling currently attending the school does not automatically guarantee enrolment. Applicants who satisfy any one or more of the above non local enrolment criteria will not be made an offer of enrolment if places are not available.

e) Non local applicants who are made offers of enrolment will be required to complete and submit the form Application to enrol in a NSW Government school prior to their enrolment being finalised and commencement of attendance at school.

f) Waiting lists for each academic year may only be established if there are realistic expectations of places becoming available for non local applicants.
3. **Proof of Identity/Class Placement.**
   a) In order for your application to enrol at Carlingford High School to proceed the following documents need to be sighted by our Enrolments Officer:
      1) The original Birth Certificate for the student or
      2) The original Passport/Visa for the student.
   b) If your application is successful for appropriate class placement to proceed, the Enrolments Officer must see: Most recent school reports and NAPLAN results, if applicable.

4. **Appeals**

   Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal will seek to resolve the matter. If the matter is not resolved the school education director will consider the appeal and make a determination. The school education director will consult with the principal and school community as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

5. **International Fee Paying Students**
   a) International fee paying students may apply for enrolment at this school.
   b) Their applications must be made using the NSW Government Schools International Student Application Form through the International Students Centre. The Centre is responsible for the verification of status of these students.
   c) The school will consider these applications in light of the availability of places.
EXPRESSION OF INTEREST FOR NON-LOCAL PLACEMENT IN YEARS 8 – 12 AT CARLINGFORD HIGH SCHOOL.

Section A – Student Information

Student’s Family Name: __________________________ Date of Birth ___/___/___
Student’s Given Name: __________________________ Male ☐ Female: ☐
Student’s Address: __________________________
________________________ Postcode _________
Name of Parent/Caregiver: __________________________
Phone Contact Numbers: Work ______ Home _________ Mobile _________

Residence Status: Australian Citizen ☐ Permanent Resident ☐ Temporary Visa ☐
Other (please state) __________________________

Cohort for Enrolment: (please circle) 8 9 10 11 12
Year of Placement requested: 20__
Student’s current school: __________________________

NB. Please attach most recent school report/s and NAPLAN results

Please note:
• Carlingford High School has specific placement criteria that will determine whether or not the school can accept your child.
• Please complete the next page and tell us why you would like your child to attend Carlingford High School. We suggest you also specifically tell us how your child meets the school’s criteria for non-local placement.
• The placement panel will consider all applications in relation to the following criteria (with reference to each applicant’s residential address).

1. Dire compassionate circumstances verified by a government agency or service such as Department of Community Services, Area Health Service, or Courts
2. Study of Music. In the case of Music it is expected that the student has participated in the study of music for at least 2 years prior to enrolment.
3. Study of a course offering (or combination of offerings unavailable at another school) or special abilities and interests that can only be met at Carlingford High School.
4. Special interests or abilities
5. Medical reasons.
6. Sibling of a child/currently enrolled at Carlingford High School.

Please note: Satisfying one or more of the above criteria does not guarantee enrolment. Offers of enrolment to non local applicants may only be made when places are available – refer to b) above. Having a sibling enrolled does not automatically guarantee enrolment. Applicants who satisfy any one or more of the above non local enrolment criteria will not be made an offer of enrolment if places are not available.
Section B – Reasons for wishing to attend Carlingford High School

If necessary, you may attach additional information in support of your request for placement. For example AMEB reports, certificates of achievement etc.
Supporting Evidence:  
☐ Current school reports  
☐ Additional referees/references eg Principal  
☐ Date received: ___/___/___

Determination:  
☐ Letter of acceptance sent  
☐ Wait list letter sent  
☐ Placement application declined letter sent

_____________________________  _____________________________
Enrolments Coordinator  Date