Enrolment Policy

1. Enrolment Policy for Students in Year 6 and Entering Year 7

Epping Boys High School has a geographic enrolment zone and has a ceiling of 180 students that can be accepted. 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 school’s 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 Process and Criteria for Year 7

To be eligible for enrolment at Epping Boys High School you must:

1. Reside in the Epping Boys High School geographical enrolment zone;
2. Circle Epping Boys High School in Section B of the Expression of interest Placement in Year 7 2014 in a NSW government school form*;
3. Place Epping Boys High school as the Choice 1 school in Section C of the Expression of interest placement in Year 7 2014 in a NSW government school form;
4. Return the form to your primary school by the designated date. In 2013 the date is Friday 22 March 2013.
The Expression of Interest Placement in Year 7 2014 in a NSW government school form is distributed by your local government primary school. They should nominate in Section B the schools that your son is eligible to attend.

If your son’s form does not have Epping Boys High School in Section B but you believe you live within Epping Boys High school geographical enrolment zone you can:

1. Check using the boundaries shown in this Enrolment policy;
2. Contact the Enrolment Officer on 98692701.

The Placement Panel will then process the Expression of interest Placement in Year 7 2014 in a NSW government school forms received from the primary schools based on the following criteria:

- Residential proximity to the school within the geographic enrolment zone;
- Acceptance into 7Plus class if residing in the geographic enrolment zone;
- Siblings residing in the geographic enrolment zone;
- Aboriginality;
- Compassionate/special grounds considered on an individual basis.

Placement Panel for Year 7

The placement panel for Year 7 students is comprised of:

- Principal
- Deputy Principal
- School Administration Officer
- P&C President
- Stage 4 Coordinator
- Head Teacher Administration

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 -
   - Utilities: gas, electricity or water account
   - Electoral enrolment
   NB: Driver’s licence and telephone accounts are 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 -
   - Utilities: gas, electricity or water account
   - Electoral enrolment
   - NB: Driver’s licence and telephone accounts are 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 arrangements 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.

- **Australian Birth Certificate** - If the child and parent/s are born in Australia or New Zealand
- **Australian Passport** or **Australian Citizenship Certificate** – 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. It is also necessary to sight the parents’ passports.

*If a child was born in Australia and does not hold an Australian Passport and both parents are born overseas, it will be necessary to sight the parents’ passports.*

2. **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.

Students applying to enrol in Years 8 – 10 will be placed on a waiting list. 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 who 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 requested to provide the following original documents at interview:

1. Proof of residence as stated previously
2. Student’s most recent school report, including attendance record
3. **Australian Birth Certificate, Australian passport or Australian Citizenship Certificate**
4. **Passport and visa** – if child was born overseas and **not** an Australian Citizen. It is also necessary to sight parents’ passports.

**Students Applying to Enter Year 11**

Interviews will take place in Terms 3 and 4 of the preceding year after Year 10 half-yearly exams. No student will be enrolled into Year 11 after Term 1.

**Principal is to make the 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.

3. Enrolment and Procedures Policy for 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 or Deputy 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 by the Principal.

For further enrolment enquiries please contact the Enrolment Officer on 9869 2701, between the hours of 8.30 am and 3.30 pm during school terms.