The school’s enrolment policy has been developed to meet the needs of the local community. This policy has been developed in accordance with the Department of Education and Communities Policy Enrolment of Students in NSW Government Schools PD20020006.

Galston High School is renowned for providing outstanding educational opportunities where all students take pride in their achievements. We are committed to being a local comprehensive high school catering for students living in the Galston, Dural and surrounding areas (see attached map). Galston High School has an outstanding reputation in the community for its academic, sporting, agricultural, and cultural and welfare programs that cater for the varied needs of the student population.

This school’s local area is determined by the Department of Education and Communities (DEC) North Sydney Region. In accordance with the Education Reform Act 1990 this school will seek to ensure that every eligible local child will have a place at Galston High School if he or she chooses to enrol here.

Galston High School has four classes in the support unit – The HUB. Enrolment into these classes is determined by a regional panel. For more information about placement in a support class contact the Principal of your current school.

LOCAL ENROLMENT - REQUIREMENTS

A local enrolment is a student whose permanent residence is situated within the designated local enrolment or catchment area. A map of the Galston High School Catchment Area is included in this document. Our local intake area boundaries and street names can be checked via our front office.

a) Applicants residing in the local catchment area and attending one of our Partner Primary Schools – Annangrove, Arcadia, Dural, Galston, Glenorie, Hillside, Kenthurst or Middle Dural Public Schools – are required to submit 100 Point Identification of Residential Address along with their Expression of Interest – Placement in Year 7 in a Government School form, birth certificate/passport etc.

b) Applicants attending one of our Partner Primary Schools but not residing in the local catchment area will be considered for placement in Year 7 via Placement Panel Procedures for non-local enrolment applications.

c) An applicant residing in the school’s designated local area but not attending a government school should complete and submit the form Application to Enrol in a NSW Government School along with the 100 Point Identification of Residential Address. The Application to Enrol form is available at http://www.det.nsw.edu./languagesupport/documents/enrol/application.htm. This form may be submitted to the school at any time throughout the course of the year.

d) The school will seek evidence demonstrating local resident status through the provision of current original documents (please see page 2: 100 Point Identification of Residential Address)

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

f) Guardianship arrangements for enrolling students will need to be confirmed with the school via the student’s parents.
100 POINT IDENTIFICATION OF RESIDENTIAL ADDRESS
To process your application we require documentation to verify your residential address.

General Guidelines

- All documents MUST be in the name of the enrolling parent or carer.
- At least ONE Category A document is required
- A photocopy of original documents is accepted after the original documents are sighted by an enrolment officer. Documents printed off the internet will not be accepted.
- All documents MUST be current (dated within the last 3 months).
- Personal references are not considered.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DOCUMENTATION</th>
<th>POINTS</th>
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</thead>
</table>
| Category A | • Insurance Policies – Home Buildings and Contents  
• Electricity Bill  
• Gas Bill  
• Water Rates  
• Telephone (not mobile) bill  
• Land Rates  
• Proof of Purchase of Residential Property  
• Current Lease – must be 12 month lease  
• Centrelink  
• Electoral Roll | 50 points |
| Category B | • Motor Vehicle Registration/Insurance  
• Bank Account  
• Mobile Phone Account  
• Superannuation Documents  
• Life Insurance Documents  
• Medical Accounts | 30 points |
| Category C | • Statutory Declaration  
• Drivers Licence | 10 points |

PROVIDING FALSE OR MISLEADING INFORMATION TO GAIN ENROLMENT

*The Application to Enrol in a NSW Government School (2nd Edition)* requires the applicant to declare the information provided is correct. It also makes it clear the provision of false information can result in the enrolment being reversed, taking into account the specific circumstances of the matter, including determining if a student was an “out of area enrolment”, particularly if the enrolment application has resulted in the student gaining entry at the expense of other prospective students who are on a waiting list.

If a person knowingly provides materially false or misleading information to a school when making an application for enrolment, this may be an offence which has a penalty of up to two years imprisonment, $22,000

ENROLMENT CEILING AND ENROLMENT BUFFER

Galston High School maintains an enrolment ceiling, based on available permanent accommodation and total numbers in each year group. Within the enrolment ceiling, a buffer of at least 10 will be maintained in each year group to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students.
NON-LOCAL ENROLMENTS

Parents/caregivers reserve the right to apply for non-local placement of their child. The enrolment of a student in a local Partner Primary School does not automatically guarantee a student a position at Galston High School.

If, after acceptance of local enrolments, vacancies exist, non-local applications will be considered by a Placement Panel.

PLACEMENT PANEL FOR NON-LOCAL ENROLMENTS – YEAR 7

The Placement Panel considers and makes recommendations on ALL non-local enrolment applications and convenes at times when demand for non-local places exceeds availability. The Placement Panel comprises:

- Principal (or delegate) – Chair
- Deputy Principal responsible for Year 6 into Year 7 Transition
- Head Teacher Welfare
- Parent appointed by P&C Association

This panel is responsible for implementing the criteria for non-local placement, consistent with DEC guidelines. The panel is responsible for implementing the Galston High School Enrolment Policy through a collaborative process of reviewing all applications for non-local placement and ranking applications and establishing a waiting list which will remain current for one year.

The placement criteria for non-local applicants listed below will be used by the panel to establish an order of placement, so as to offer a position at the school (when local enrolment numbers permit). Unsuccessful students are to enrol in their local school.

CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS

It is the decision of the Placement Panel that COMMITMENT TO LEARNING IS THE MOST SIGNIFICANT CRITERIA when applications for non-local placements are considered.

If accommodation and staff are available, the following criteria for non-local enrolment will be:

a) Demonstrated commitment to learning.
b) Demonstrated Academic performance and achievements.
c) Demonstrated and satisfactory record of school participation, attendance and conduct.
d) Demonstrated and potential for independent learning.
e) Civic and citizenship, sporting or cultural achievements.
f) Curriculum offerings at Galston High School to extend the special aptitudes of students.
g) Demonstrated and potential contribution to the following programs:
   a. Agricultural
   b. Sporting
   c. Music
   d. Academic
   e. Leadership
h) Attendance at local Partner Primary Schools in the local area.
i) Siblings already enrolled at the school/children of staff.
j) Compassionate circumstances of a serious nature.
k) Safety and supervision of the student (or sibling) before and after school.
l) Location and access to the school.
m) Physical, emotional and medical needs related to student’s well-being.
NON LOCAL PLACEMENT YEARS 8-12 INCLUSIVE

Non-local applications for Years 8 – 12 will be considered by the Principal or delegate at the time of application.

It is important to note that local area applicants (with appropriate evidence) have absolute right of entry.

On receipt of the application for a non-local placement the Placement panel will:

- Review the application in relation to the Criteria for Non-local Enrolment Applications.
- Consult with the Deputy Principal of that year group and the Head Teacher Administration in relation to the school’s curriculum and vacancies available.
- Based on available information and with regard to available space/s in classes, the placement Panel will recommend an interview or decline the application.
- Successful applicants will be interviewed by the Principal for possible placement.

APPEALS

These are lodged against a decision made by the Placement Panel and are to be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved further appeals are to be made to the Director, Public Schools NSW.

GALSTON HIGH SCHOOL CATCHMENT AREA FOR LOCAL ENROLMENTS