



Liverpool Girls High School abides by the NSW Government policy in relation to school enrolments from 22 July 2019. This can be found at [Enrolment of Students in NSW Government Schools](#). While the school welcomes all enquiries for enrolment, the school is unable to accommodate all requests. This Framework provides information on the procedures to enrol students at Liverpool Girls High School.

Enrolment Entitlements

Students are entitled to enrol at Liverpool Girls High School if their home is within the school's intake area. Parents and carers can use the [school finder tool](#) to determine if their home is in the school's intake area. Non-local enrolment applications are only considered when the number of students enrolled at Liverpool Girls High School is below the set local enrolment buffer.

Temporary residents may enrol if the school can accommodate the enrolment. If the enrolment cap has been exceeded, temporary residents will be referred to the nearest school with capacity to accommodate the temporary student.

Enrolment – Ceiling / CAP

The enrolment ceiling cap for Liverpool Girls High School is set by the NSW Department of Education at 820 students. This is decided by

- Permanent classroom space of 41 learning spaces
- Projected local enrolment numbers as set by the demographers of the NSW Department of Education.

Local Enrolment Buffer

Liverpool Girls High School has a local enrolment buffer to ensure there are sufficient places for local enrolments during the school year. The local enrolment buffer is reviewed annually.

The local enrolment buffer at Liverpool Girls High School is set at five (5) student places per year group Years 7 - 11.

Places in the local enrolment buffer are not to be offered to non-local students.

❖ NB Enrolment of Year 12 students

It is generally not possible to offer placements in Year 12 except under exceptional circumstances where alternative pathways may need to be considered with reference to the NESA compliance for the award of an HSC and satisfying eligibility requirements. This would need to be investigated first. Continuity of subjects from Year 11 in another school may not be possible because either the school does not offer the subject or subject lines do not align to the student's subjects.

Proof of Residency

A student enrolling at Liverpool Girls High School is required to live with their parent(s) or legal guardians. Staying with a relative or friend does not qualify a student as “a resident”. Proof of Guardianship must be supported by the relevant papers endorsed by the Family Court of Australia.

Applicants are required to be permanently residing in the designated intake area at the time of making an application to the school.

Enrolment Process - Enrolment Form

The Enrolment Form is filled in for all sections. Once this has been submitted, checks are made to ensure all details and fields are filled in and correct. Once the form has been submitted an interview date and time is organised with one of the Deputy Principals.

Information required for Enrolment Interview

1. Residential address identification - 100-point residential address check in table

Document showing the full name of the child's parent	Points
1 Only one of (i.e. no additional points for additional documents) 1.1 Council rates notice 1.2 Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3 Exchanged contract of sale with settlement to occur within the applicable school year	40
2 Any of the following 2.1 Private rental agreement for a period of at least 6 months 2.2 Centrelink payment statement showing home address 2.3 Electoral roll statement	20 each
3 Any of the following documents 3.1 Electricity or gas bill showing the service address* 3.2 Water bill showing the service address* 3.3 Telephone or internet bill showing the service address* 3.4 Drivers licence or government issued ID showing home address* 3.5 Home building or home contents insurance showing the service address 3.6 Motor vehicle registration or compulsory third party insurance policy showing home address 3.7 Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.	15 each
* up to three months old	

2. Student Identification

- Birth Certificate and/or Citizenship Papers
- Passport
- Travel Documents including Visa Information where required
- Permanent Resident by not an Australian Citizen you will need to provide Current Visa Information
- Temporary Visa Holder you will need to provide your Authority to Enrol Form issued by the Temporary Visa Holders program Unit or Evidence of Permission to Transfer issued by the International Student Centre if holding an International Full Fee student visa.
- Medicare Card

3. Other Documents

- Copies of Family Law or other relevant Court Orders
- Copies of Health Care Plans from Doctor for Medical Conditions
- Previous School Reports

Non-local Enrolment Applications

Non-local enrolment applications are only considered when the number of students enrolled at Liverpool Girls High School is below the set local enrolment buffer.

Should Liverpool Girls High School not reach the local enrolment buffer, except for enrolments at the commencement of the school year, the school will only accommodate non-local enrolments into classes with available places.

All non-local enrolments are to complete the [Application to enrol in a NSW Government school](#) and [non-local enrolment application form](#).

Enrolment Panel

An enrolment placement panel will consider non-local enrolment and placement at Liverpool Girls High School. The members of the school enrolment placement panel includes

- Deputy Principal – Panel leader / chairperson (Principal's Delegate)
- Staff Representative
- Parent / Community Representative

The enrolment panel will meet as required and within two weeks of receiving an application for non-local enrolment. If the enrolment cap has been exceeded, the panel need not meet and non-local enrolment applications will be declined.

Criteria for non-local enrolment

Non-local applications are considered based on the following Placement Criteria. The Placement Criteria for non-local enrolment is listed in order of priority:

1. siblings **already enrolled** at the school
2. compassionate and special circumstances, including medical
3. need for single sex / girls only setting
4. other circumstances as identified by the applicant which may be in result of the student wishing to be part of the school's intercultural activities, partnership programs, special programs or co-curricular activities.

Meeting the criteria does not automatically guarantee placement at the school. The Enrolment Placement Panel will determine the degree to which each application meets the placement criteria. Applications must be in writing and on the correct Department of Education forms. The panel will only consider the matters presented on the application form.

Waiting Lists

Liverpool Girls High School will maintain a waiting list when the number of enrolled students is between the local enrolment buffer and enrolment cap. If the enrolment cap is exceeded, no waiting list will be maintained.



A maximum of five students in any one year group will be kept on the waiting list. The waiting list will be recorded in order of receipt of applications for non-local enrolment. Waiting lists will be current for one calendar year only.

Informing parents and carers of decisions

Parents and carers will be advised of the outcome. Where applicable, parents and carers will be advised if their child is on the waiting list.

Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The purpose of an appeal is to determine whether the criteria have been applied fairly. The appeal is to be made in writing to the principal and sets out the grounds for appeal. Parents and carers will be advised of the outcome in writing.

If the matter is not resolved at school level, the final level of appeal is the Director, Educational Leadership, Liverpool Network.

False and misleading enrolment information or practices

The Application for Enrolment process requires the applicant to declare information provided is correct. The provision of false or misleading information can result in the enrolment being reversed. If a person makes false or misleading information to a school when making an application for enrolment, this is an offence, which has a penalty of up to two years imprisonment. [Section 307B of the Crimes Act 1900]

School Expectations

Students who are enrolled at Liverpool Girls High School will be expected to meet the school's requirement of regular attendance, punctuality and uniform. Student are expected to follow the schools 'Guiding Principles' of REACH which reflects the Department of Education, Code of Conduct.

Replacement Framework July 2019
Reviewed, revised and updated May 2020
To be reviewed and evaluated December 2020

