

# Welcome to Maitland High School

**Enrolment Procedure 2024**



# NSW Dept of Education’s Policy and Procedures

These school procedures are aligned with the NSW Dept of Education’s [Enrolment of Students in NSW Government Schools](#) Policy.

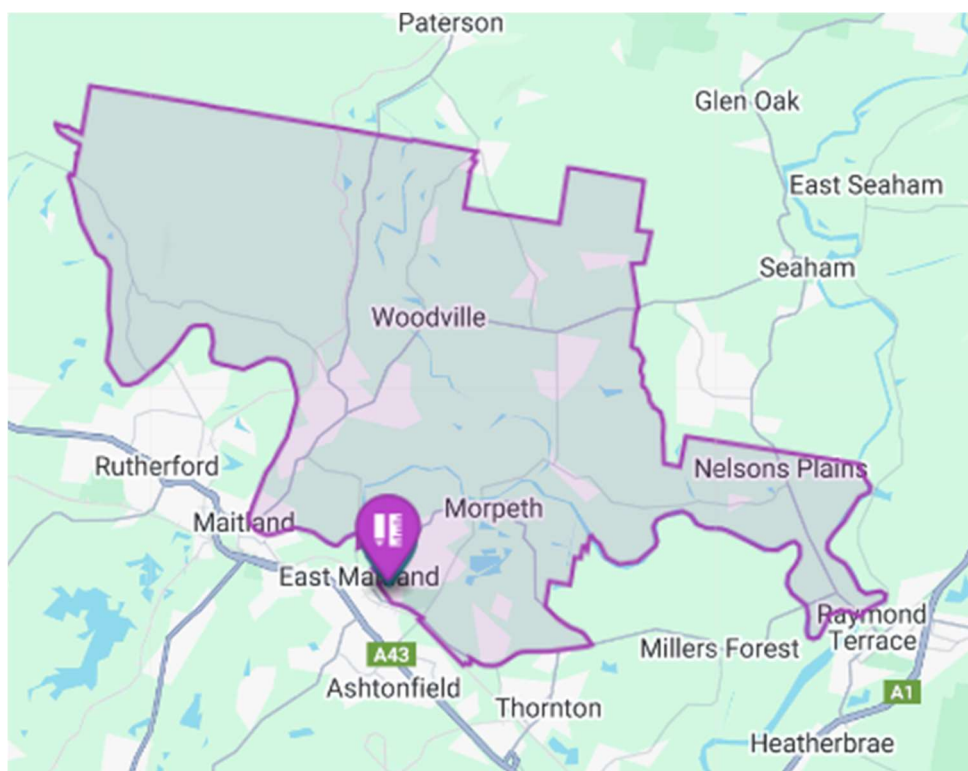
The NSW Dept of Education implemented its [General Enrolment Procedures](#) on 22 July 2019.

## Intake Area

A student is entitled to enrol at the local school that the student is eligible to attend if their home is within that school’s local intake area. Local enrolment applications can be found on our [school website](#).

Parents may apply to enrol their child in the school of their choice. Acceptance is subject to the child being eligible to attend and the school can accommodate the child.

School intake areas are designated by the Secretary, Department of Education. The Maitland High School local intake area is below. Use the [school finder](#) for further information.



# Local Enrolment Applications

## Enrolment of students with disabilities

Maitland High School welcomes students with disabilities in our mainstream setting. Our school also has a Support Unit comprising of 10 classes. A panel based at Maitland District Office determines student placements in these classes. This panel assesses applications called Access Requests, and places students appropriately. Although Maitland High School does not take part in this process, we can inform and assist parents in how to navigate the process.

## Enrolment of students in our High Potential and Gifted Education

Enrichment classes located in government high schools cater for Year 7 students with high potential. These classes help students to learn by grouping them with students of similar ability, using specialised teaching methods and educational materials at the appropriate level. Parents normally apply when students are in Year 6. Students who are placed then attend the opportunity class full time in Years 7 and 8 at the high school with an enrichment cohort class. It is a one-year placement program. There is no provision to apply for Year 8 placement only.

The enrichment cohort placement process for Year 7 entry is administered by our High Potential Education team and invitations to apply will filter through social media and our feeder primary schools

## Enrolment cap

The enrolment cap is based on Maitland High School having 39 teaching spaces and two multi-purpose spaces for mainstream students. These spaces are multiplied by a factor of 23.1. This provides an enrolment cap of 1060 mainstream students. The students in our Support Unit are additional to our enrolment cap. The enrolment cap tells us whether the school may or may not have the capacity to accept non-local enrolments. It is not a target or limit on the number of local enrolments a school can take.

## Residential address check

Maitland High School requires the following 100-point residential address check to determine the student's entitlement to enrol at the school. In exceptional circumstances, principals may waive or vary the 100-point residential address check requirements when assessing a child's entitlement to enrol at the school. If this is to occur, principals are required to seek the approval of the Director, Educational Leadership.

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

## Enrolment buffer

The student enrolment generally fluctuates between 950-1000 students each year. However, classes in each year group are set in Term 1 and the school seeks to maintain a small buffer in each year group in the junior school to allow for local enrolments throughout the year.

## Non-local enrolment

Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level. Non-local enrolment applications can be found on our [school website](#). Except for enrolments at the commencement of the school year, schools that have not reached their local enrolment buffer level should only accommodate non-local enrolments into classes with available places.

## Criteria for non-local enrolment applications

The criteria, listed below, for the enrolment of non-local students has been developed after consultation with the school community.

- Students starting year 7 in 2024 with siblings already enrolled in the school;
- Recent changes in the local intake area boundaries
- Compassionate circumstances (compelling and exceptional)

When a non-local enrolment is accepted, the offer **does not** extend to siblings.

## **Enrolment Panel**

The school's Enrolment Panel meets twice per term to consider all applications against the above criteria.

- 1 School Executive - Chairperson
- 2 Staff member nominated by the Principal
- 3 School community member nominated by the school's parent organisation

## **Waiting list**

There is currently no waiting list.

## **Appeals**

Appeals against the panel's decision need to be made in writing to the Principal. The Principal will seek to resolve the matter.

If the matter is not resolved at school level, the Director Educational Leadership will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.