Moorefield Girls High School
Enrolment Policy

Educational Context

The Department of Education and Communities (DEC) requires that schools have an enrolment policy that accords with its overarching framework of policies and procedures. The central aim of Moorefield Girls High School’s enrolment process is to provide equity and best meet the needs of students and parents in our community. This policy should be read in conjunction with the DEC policy, Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (August 1997), which is available on the DEC website.

Policy Statement

General Procedure

Moorefield Girls High School is a comprehensive girl’s school serving the areas of: Arncliffe, Rockdale, Kogarah, Brighton-Le-Sands, Ramsgate and Carlton South. A student is entitled to enroll in the school if their permanent address is within the residential drawing area as designated by the DEC for this school. Unless an applicant can prove that they already live in the area they are considered non local. Intention to ‘move into’ or ‘buying in the area’ does not constitute living in area. The school reserves the right to ask for verification of any living arrangements or address given. This may include but is not limited to:
- Utilities bill
- Lease Agreement
- Council Rates
- A Statutory Declaration
- Proof of address on electoral roll

To ensure that anticipated local demand is met, the school has established an enrolment ceiling number of 750 students. Every female student residing within the local area is eligible to enrol at Moorefield Girls High School. Certain circumstances as outlined below also provide for the enrolment of a limited number of students from outside the designated feeder area.

To allow for entry of students who move into the area, a buffer of 10% of spaces will be maintained whenever possible.

Criteria for Non-Local Enrolment Applications

Any non-local enrolment is subject to the availability of appropriate staff and permanent classroom accommodation. When deciding the allocation of any positions not used by local enrolments, the panel will consider:

1. Curriculum balance within the school
2. Availability of subjects or combinations of subjects
3. Access to single-sex education
4. Proximity and access to school
5. Siblings already enrolled at the school
   (This would be a factor to be considered. However, it is not to be seen as an automatic reason for the school to accept a student).
6. Evidence of the student’s capacity to contribute to the school as a whole
7. Special needs including medical reasons
8. Special interests and abilities
9. Compassionate circumstances
10. Safety and supervision of the student before and after school

It is usual for successful out-of-area applicants to fulfill more than one of the above criteria. It is recognised that a single criterion may hold significant importance in some cases, so weighting of criteria is not always set or equal. The school Placement Panel will make its decision on individual cases. Any appeals against the decision of the Placement Panel are to be directed to the Principal.

Please note: International Students must fulfill all the requirements and procedures for enrolment required by the International Student Unit of the Department of Education and Training.

Placement Panel

The final determination of non-local enrolments will be decided by a placement panel consisting of:

- The Principal
- The Deputy Principal
- A further member of staff or community member

Relevant DEC Policies

Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy:

Related Moorefield Girls High School Policies

Not applicable

Forms, Templates or Files Associated with this Policy

Enrolment Application Form

Revised: 2013