



## LBHS Enrolment Policy from 2025

### Rationale

The Education Reform Act 1990 outlines the objects of education and the legal requirements for compulsory schooling. The legislation requires students between the ages of 6 and 17 to be enrolled at school and to attend school on each day that instruction is provided or to attend registered home-schooling. NSW public schools have defined local enrolment areas. This means that your child is entitled to enrol in a particular school based on his or her residential address. Information about local designated areas can be found at <https://online.det.nsw.edu.au/schoolfind/locator/>

### Aims

- To provide clarity and structure around the enrolment process for students at Liverpool Boys High School (LBHS)
- To provide clarity and structure around the enrolment of students in the designated intake area (“local enrolments”) at LBHS
- To ensure that LBHS procedures are in line with departmental policy (Enrolment of Students in Government Schools: 1997 Reviewed 2021) and procedures (General Enrolment Procedures - Implementation document for Enrolment of Students in NSW Government Schools Policy :2019 Reviewed 2023)

### Implementation

#### Enrolment Forms

Enrolment Data will be collected from parents about the student enrolling in the school. Enrolment forms require a parent signature. An enrolment register is kept at the school to comply with requirements from the Department of Education.

#### Enrolment of students in the designated intake area (“local enrolments”) at LBHS

A child is entitled to enrol at Liverpool Boys High School if the child’s home is situated within the school’s designated intake area and that child is eligible to attend.

#### Enrolment of students outside the designated intake area

Students outside the local designated drawing area may apply for enrolment for consideration by a panel. Parents seeking to enrol their child in a school other than their local public school should contact the school to determine availability of places and selection criteria if demand exceeds availability. These applications will be assessed by the enrolment panel based on the following criteria:

- siblings already enrolled at the school
- siblings already enrolled at Liverpool Girls High School (LGHS)
- proximity and access to the school
- medical reasons

- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- compassionate circumstances
- structure and organisation of the school

Note: LBHS and LGHS will be merging in 2027/28. Therefore, there is no criteria around single sex schooling.

### **Enrolment panel**

The school enrolment panel consists of a combination of:

- member/s of the executive staff (as chairperson)
- teaching staff member/s
- school community member/s

### **Enrolment panels consider:**

- non-local enrolment applications, only where demand for non-local places exceeds the number of non-local places available
- adult enrolment applications, in all circumstances
- applications for unique school settings, in accordance with the specific school's assessment and placement procedures

Criteria for non-local enrolment applications will not be discriminatory. Selection criteria for non-local enrolments will not include student ability, performance or achievement, and that priority should be given to siblings of currently enrolled students where possible.

### **Residential address check**

Under the Education Act 1990, the school may require proof of address to their satisfaction to establish a child's entitlement to enrol in the school. However, any requests for proof of address must be reasonable in the circumstances. LBHS will use the 100-point residential address check to determine the student's entitlement to enrol at the school.

Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, the principal may waive or vary the 100-point residential address check requirements when assessing a child's entitlement to enrol at LBHS. If this is to occur, the principal is required to seek the approval of the Director, Educational Leadership. Documents presented as part of the 100-point residential address check will be stored securely, and access to the documents limited. LBHS will use the information only for the purpose for which it is collected or as otherwise permitted or required by law, and not collect information that is not necessary.

### **Appeals**

Appeals to non-local applications that have been declined by the enrolment panel can be made to the principal.

### **Evaluation**

This policy will be reviewed as part of the school's three-year review cycle.

### **References:**

- Enrolment of Students in Government Schools: 1997 Updated 2024
- General Enrolment Procedures - Implementation document for Enrolment of Students in NSW Government Schools Policy: 2019 Reviewed 2023