

Enrolment Information and Procedure

Currently the ceiling for student numbers is set at:

- Year 7 – 150 students.
- Year 8 – 120 students.
- Year 9 – 140 students.
- Year 10 – 140 students.
- Year 11 – 140 students.
- Year 12 – 140 students.

A buffer of 5% is kept on all years, to ensure that during the school year there are places available for students who move into the intake area determined by the Department of Education. The school enrolment cap is 860 students.

Year 6 into 7 enrolments

Year 6 students who are enrolled in a public school apply through the enrolment page on their primary school website early in Term 1. Students in private primary schools should apply directly to the Canterbury Girls High School website under the enrolment tab.

Intake is based on and in accordance with Department of Education guidelines:

1. Local (In area) enrolment (live within boundaries – [click for local school finder](#))
2. Out of area application (**see below out of area procedure**)

For out of area applicants, first round offers are made mid Term 2 and unsuccessful candidates are notified and may be placed on the waiting list.

Gifted and Talented program

Canterbury Girls High School offers a Gifted and Talented program with two streams, a performing arts class and an academic class. Prospective Year 7 students can apply by reading the Gifted and Talented selection criteria on the [school website](#) and completing the application form. The selection dates are released early Term 1 every year.

Enrolment procedure for Years 7 – 12

Intake is based on and in accordance with Department of Education guidelines:

1. Local (In area) enrolment (live within boundaries – [click for local school finder](#))
2. Out of area application (**see below out of area procedure**)

If the application is for an international or temporary visa holder, please see the relevant section below.

For all enrolments for Years 7 - 12, please [apply online](#).

For all enrolment enquiries for Years 7 – 12, please contact the Canterbury Girls High School office on 9718 1805 or email canterburg-h.school@det.nsw.edu.au.

All enrolments will be asked to submit required documentation to support their application. When all required documentation is supplied, an interview will be organised with the principal to meet the prospective student, determine class placement and review any documentation. Interviews days and times are chosen according to the principal's availability. If the application is successful, information such as the Student Handbook, and a starting date are provided.

Required student documentation

- Application to Enrol – submit online
- Birth Certificate (in English) or Passport and Visa
- Immunisation Record
- Last two school reports (must be translated to English)
- NAPLAN results from most recent year (if applicable)
- Documentation relating to additional student needs, i.e. Health plan (if applicable)
- Documentation regarding student welfare, i.e. Court orders (if applicable)
- 100 points proof of address (see table below)

Document showing the full name of the child's parent	Points
<u>Only ONE of the following:</u>	40 POINTS
<ul style="list-style-type: none"> • Council rates notice. • Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt • Exchanged contract of sale with settlement to occur within the applicable school year 	
<u>ANY of the following:</u>	20 POINTS each
<ul style="list-style-type: none"> • Private rental agreement for a period of a least 6 months • Centrelink payment statement showing home address. • Electoral roll statement 	
<u>ANY of the following documents:</u>	15 POINTS each
<ul style="list-style-type: none"> • Electricity or gas bill showing the service address * • Water bill showing the service address * • Telephone or internet bill showing the service address * • Driver's licence or government issued ID showing home address * • Home building or home contents insurance showing the service address. • Motor vehicle registration or compulsory third-party insurance policy showing home address. • Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this. <p>*Up to three months old</p>	

Out of area procedure

Applicants must provide documentation to meet the selection criteria. All out of area applications are considered by a panel consisting of senior executive staff member(s), a school administration officer, and a school community member, against the selection criteria. Members of the panel must declare conflict of interest and may not be involved in decisions where they have a conflict.

Out of area applicants can only be placed if physical space in classes exists and the cohort buffer or school cap has not been met.

Out of area selection criteria:

1. Learning and wellbeing needs requiring reasonable adjustments and/or additional education support, including cultural considerations, disability, developmental age, trauma, child protection concerns, medical and individual needs and circumstances.
2. Siblings currently attending the school.
3. Parent or carer works at the school.
4. Proximity and access to the school.
5. Access to single-sex education.
6. Safety and supervision of the student before and after school.
7. Availability of subjects or combinations of subjects.
8. Recent changes in the local intake area boundaries.

Temporary Visa Holders

Please contact the Temporary Residents Program by visiting the website at [DE International Temporary Residents Program](#) or call 1300 300 229.

International students

Please contact the International Student Program by visiting the website at [DE International Student Program](#) or call 1300 300 229.

Intensive English Centre students

IEC students who have received Exit Reports may apply following enrolment procedure for Years 7 – 12. For more information on IEC please visit the [DE International Intensive English Centres website](#).

Please note

- Completion of the initial application to enrolment form does not automatically guarantee enrolment.
- The applicant's given address is understood to be the point from which they leave in the morning and the destination in the afternoon.
- If false or misleading information is found to be provided, any decision made as a result of the application may be changed.