Composition of Placement Panel
• Principal, Chair
• School Education Director (or nominee)
• One parent nominated by the Parents and Citizens Association
• The Year 7 Student Adviser and/or Assistant Student Adviser

Responsibilities of Placement Panel
• To consider non-local applications for enrolment in Year 7 according to the criteria established by the School Council
• To decide the applicants who will be made offers of enrolment for Year 7, those placed on the reserve list and those who are unsuccessful
Non-local applications for Years 8 to 12 will be considered by the Principal at the time of application.
• Local area applicants have absolute right of entry

Enrolment Restrictions for 2013
Year 7-10: 165 students plus a buffer of 15 to enable the enrolment of local students who seek enrolment after the completion of the selection process.

Years 11 & 12: Out of Area enrolment dependent upon selection criteria.

Conditions
• Local applicants may be asked for proof of address
• Out of Area applicants will be required to comply with the school timetable i.e. start and finish times

Selection Criteria for Placement of Non-Local Applicants
If after, acceptance of local applications, vacancies still exist, the following criteria will apply to non-local applications.

• A primary school record showing good behaviour and school citizenship
• Academic record, special interests and abilities
• Recommendation of previous Principal
• Compassionate circumstances
• Availability of subjects or combination of subjects (for students in Years 9-12)

Assessment of Year 7 applicants will be on the basis of the information provided on the application form. The panel will consider only those matters presented on the written application and not oral or other submissions.

Residency Check
A residency check has become necessary due to a number of applicants providing false addresses within the school’s drawing area to gain entry into the school. This practice reduces the number of offers we are able to make to genuine and honest out of area out applicants.

People who provide an in-area address, but who do not attend a Model Farms High School feeder school, will be required to provide proof of residence. Residence refers to the address of the legal guardian with whom the student lives for the majority of the time. It does not refer to another member of the family, such as a grandparent. At the time of application the student must already be living in the school’s drawing area.
The school requires 2 documents that contain the legal guardian’s name and address. All documents must be current and the originals will need to be sighted prior to a place being offered. Documents issued more than 12 months ago (eg. a passport issued in 2008) will not be accepted. Examples of proof of residence include:

- Contents Insurance
- Electricity Bill
- Sydney Water Bill
- Gas Bill
- Telephone Bill

*(Tenancy Agreements are not accepted)*

**Passport and Visa Checks**

Passport and Visa checks are to be made for students who are either not Australian citizens or residents. Photocopies of these records are to be filed with pupil record cards. The student may be enrolled if he/she fits one of the following criteria:

- a permanent resident of Australia
- a New Zealand citizen
- a Norfolk Island permanent resident
- a temporary resident of Australia
- a child dependent of an International student
- a holder of a special purpose visa (560 Visa)
- an approved exchange student registered through an approved exchange organisation

If an International student seeking enrolment is a holder of an expired visa, he/she is not to be enrolled and is to be referred to the Department of Immigration and Ethnic Affairs Office. If the International student is a holder of a visitors’ visa he/she may be enrolled after contact with the International Student Program Office. He/she are entitled to 12 weeks of informal study. If the International student is a holder of a bridging visa he/she may be enrolled if the primary visa holder has a letter from DIEA authorising for a protection visa. If the International student is a holder of some other documentation he/she is advised to contact the Overseas Student Adviser: Telephone 9217 4801, Fax 9561 8613.

**Enrolment of students with Special Needs**

At the time of enrolment enquiry it will be necessary to:

- interview parents and the student to ascertain that all other criteria for enrolment are in order
- gather all relevant information regarding the child’s region or special needs.
- with the assistance of the Counsellor and Special Education Consultant ascertain the support needs of the student that these needs can be met and that enrolment is appropriate.

Decisions regarding the student’s enrolment will be made in consultation with parents and District Office staff.

**Enrolment in the Support Unit**

Enrolment in the Support Unit will be through application to District Office.

**Appeals**

Any appeal regarding process should be directed to the Principal. Further appeal may be made to the School Education Director.