



# Enrolment Policy and Protocols

Updated February 2022

These guidelines have been developed in accordance with the Department of Education document “*Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*”. It contains the general principles and procedures by which students will be enrolled at Fairfield High School.

Fairfield High School is a large multicultural comprehensive high school in the south-west of Sydney consisting of a mainstream high school, Intensive English Centre and a Special Education Unit. Fairfield High School aims to meet the needs of the local community by providing places for students who live within the local community and for those who wish some stability in their schooling particularly those students who exit our Intensive English Centre. Fairfield High School specialises in support programs for students of non-English speaking backgrounds and refugee students providing specialised English support throughout the school.

## General Principles Governing Enrolment

- A student is considered to be enrolled when an application to enrol is certified as accepted by the Principal and the student is placed on the enrolment register.
- A student will be enrolled in one school only at any given time.
- Eligibility to attend must be combined with living in the designated intake area.
- Parents may seek to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.
- School local intake areas are designated by the Secretary, Department of Education so that all compulsory school-age children in the state will be eligible to attend a government school. A child is entitled to enrol at the local school that the student is eligible to attend if their home is within that school's intake area.
- The *Enrolment of Students in NSW Public Schools* policy states the grounds on which non-local enrolments will be accepted.
- Interstate government schools are required to use the *Interstate Student Data Transfer Note and Protocol* to gain risk assessment information and it is common to seek information from New Zealand schools.
- All non-local enrolments will be subject to consideration of the school's enrolment cap and local enrolment buffer, and the school's non-local enrolment criteria.
- No student will be discriminated against including on the grounds of their race, religion, gender, age, ethnicity, language background, disability, caring responsibilities, sexual orientation, transgender status and marital or domestic status, when enrolling at Fairfield High School.

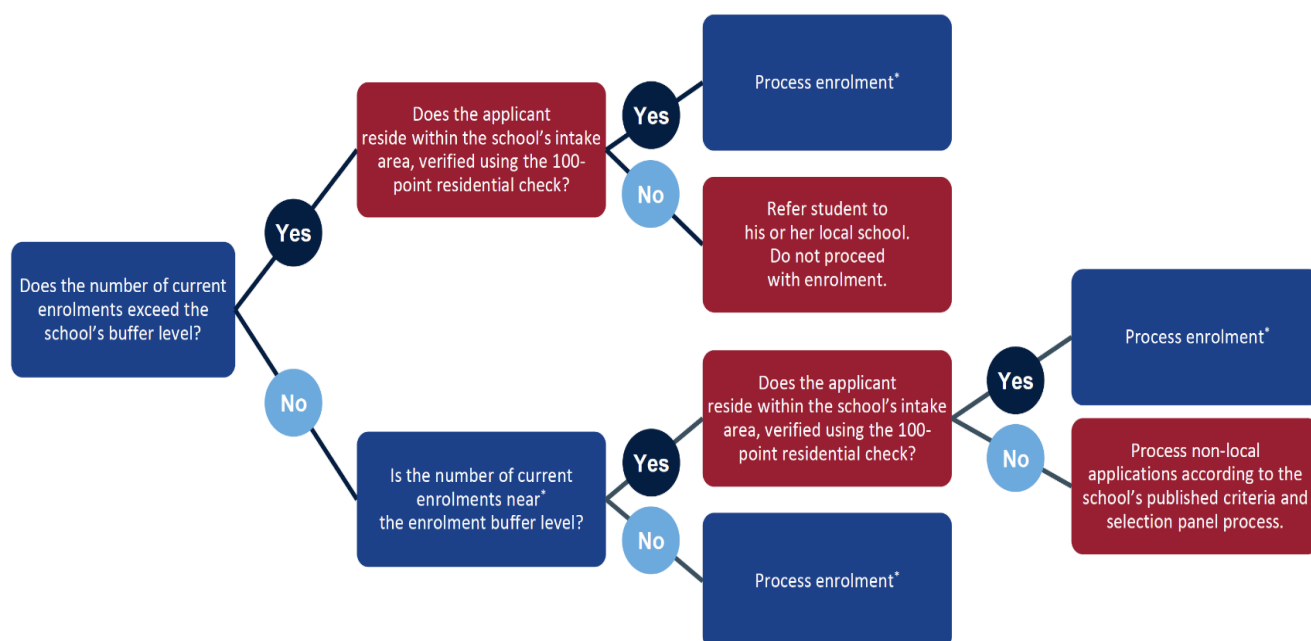
## Enrolment Cap

An enrolment cap for a school is established centrally, based on available permanent accommodation.

Fairfield High School Enrolment Cap: 1560

Fairfield High School Enrolment Buffer: 1482

(The buffer will be maintained so that places are reserved for anticipated enrolments from the local area)



\*For more information, visit: <https://education.nsw.gov.au/policy-management-schools/media/documents/Decision-tree-Revised-enrolment-policy-2019.pdf>

#### **A. Where enrolment numbers have reached the designated enrolment cap and/or buffer**

- Where enrolments currently **exceed** the enrolment cap and/or buffer, Non-local Enrolment Applications will only be considered in exceptional circumstances.
- Only local students will be accepted, unless the Director Educational Leadership, allows it due to exceptional circumstance.
- Where enrolments exceed the enrolment cap or buffer, a 100-point residential address check is required for all enrolments to ensure that students being presented for enrolment reside within the designated intake area. (See Appendix B)

##### *Criteria for Non-local Enrolment Applications*

- Siblings of currently enrolled students, or students exiting the IEC, who were local when enrolled but are now non-local because of boundary changes, will be accepted even if the school has reached or exceeded its enrolment buffer or cap.
- All other applications for the enrolment of non-local students will only be considered in exceptional circumstances.
- Non-local enrolment applications include the *Application to Enrol in a NSW Government School* form and a *Non-local Enrolment Application* form.
- Parents of non-local students transferring from Year 6 to Year 7 at the beginning of the school year should complete the Expression of interest - Placement in Year 7 in a NSW Government school form and complete an Out of Area application at the relevant high school. (See Appendix A)
- As the enrolment buffer has been reached, a waiting list will not be formed.
- Where a parent wishes to appeal against the decision, the appeal should be made in writing to the Principal. The Principal will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly. Parents can then appeal to Director, Educational Leadership.

#### **. B. Where enrolment numbers are nearing the designated enrolment cap and/or buffer**

- If the school enrolment is **nearing** the local enrolment buffer level there may be more non-local enrolment applications than the places available below the buffer. *Enrolment applications from local students will be processed first.*
- A 100-point residential address check is required for all enrolments

##### *Criteria for Non-local Enrolment Applications*

- Siblings of currently enrolled students, or students exiting the IEC, who were local when enrolled but are now non-local because of boundary changes, will be accepted even if the school has reached its enrolment buffer or cap.
- All other applications for the enrolment of non-local students will be considered in exceptional circumstances.
- Non-local enrolment applications include the *Application to Enrol in a NSW Government School* form and a *Non-local Enrolment Application* form.
- Parents of non-local students transferring from Year 6 to Year 7 at the beginning of the school year should complete the Expression of interest - Placement in Year 7 in a NSW Government school form and complete an Out of Area application at the relevant high school. (See Appendix A)
- An *Out of Area Enrolment Panel* will decide the outcome of the application. (this will consist of a member of the Executive staff, a member of the Learning & Support Team and a Community Liaison Officer).
- The Principal will inform the Principal of the child's local school when considering the non-local enrolment application.
- A waiting list will be formed by the Out of Area Enrolment Panel. Parents will be informed of their child's placement on this waiting list in writing.
- Where a parent wishes to appeal against the decision, the appeal should be made in writing to the Principal. The Principal will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly. Parents can then appeal to Director, Educational Leadership.

#### **C. Where enrolment numbers are below the enrolment buffer**

- All Non-local Enrolment applications will be considered in line with the school's non-local enrolment criteria and make a decision to offer or decline enrolment. The decision will be communicated to the parent via phone call or letter.
- The Principal is required to inform the child's local school when considering a non-local enrolment application.
- A 100-point residential address check will occur.

##### *Criteria for Non-local Enrolment Applications*

In priority order:

- siblings already enrolled in school, students exiting the Fairfield IEC, structure and organisation of the school, recent change in the local intake area boundaries, proximity and access to the school, medical reasons, safety and supervision of the student before and after school, compassionate circumstances
- An *Out of Area Enrolment Panel* will decide the outcome of the application. (this will consist of a member of the Executive staff, a staff member and a Community Liaison Officer).
- The Principal will inform the Principal of the child's local school when considering the non-local enrolment application.
- A waiting list will be formed by the Out of Area Enrolment Panel. Parents will be informed of their child's placement on this waiting list in writing.

- Where a parent wishes to appeal against the decision, the appeal should be made in writing to the Principal. The Principal will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly. Parents can then appeal to Director, Educational Leadership.

### **Composition of Fairfield High School Out of Area Enrolment Committee**

This panel will be set up to attend the allocated meeting about an enrolment, coordinated by relevant Deputy Principal

- Deputy Principal of potential new student's year group
- Community Liaison Officer or Refugee Support Officer
- Staff member (year adviser, LaST member or non KLA HT)

### **Transfer Applications**

- Students enrolling outside of normal enrolment periods may have additional support needs, to determine this Fairfield High School will seek additional information to support the enrolment needs of the student from the current school and the parents/guardians.
- A risk assessment will be sought from the current school, including suspension information, violent behaviour, attendance and other issues of note – using the *Enrolment - Request for Information & Risk Assessment from Fairfield HS* form – emailing it to the student's current school main account
- Upon enrolment, the school counsellor will seek relevant information from the counsellor at the student's current school and take the action identified in the section of the School Counsellor Manual.
- The Learning and Support Team will be provided with general information obtained from the previous school and will assess the information obtained, identify needs and develop strategies to support the student, where required. NOTE: When issues are evident during enrolment interview process, a plan will be put in place to coincide with enrolment start date.

### **Safety and wellbeing concerns in enrolment**

- Fairfield High School will do what is reasonably practical to ensure the health and safety of students and staff, using information gained from prior school and parents to determine risk of enrolling new students.
- Where safety concerns exist about prospective students they will only be enrolled when adequate safeguards and supports are in place. This includes risks arising from a student's history of violent behaviour, safety, welfare, health, anti-social or extremist behaviour or has engaged in or been subject to sexualised behaviour.
- This information will be gained by the current school senior executive signing a formal request for information from Fairfield High school.

### **Short Term and Part-Time Attendance of Students**

- A student should be enrolled in one school only at any given time.
- If a student's family is visiting locality for a brief period (or participating in an integration program less than 2.5 days a week or specialised program) the student can attend Fairfield High School on *short-term attendance*. The home school will maintain the student's name on an attendance register, with a note to the effect that the student is attending Fairfield High School.
- The student's attendance data will be regularly provided to the home school.

### **Refusal of Enrolment due to Risk Assessment**

- A student may be refused enrolment if they have documented violent behaviour that risk mitigation strategies or adjustments are not deemed possible to manage the risk. A formal risk assessment will be undertaken and liaison with all key personnel and the Director, Education Leadership will occur.
- In extreme cases, the Secretary, Department of Education, has the authority to direct the enrolment of a student at a particular school appropriate to the student's needs.
- The Minister may refuse the admission of a child to all or any government schools if the child has been expelled from any government school. Refer to Suspension and Expulsion of School Students Procedures.

### **International students**

- International students must submit an application to enrol to DE International in accordance with the International students' enrolment program.
- Prior to enrolment, these students require an Authority to Enrol (ATE) and payment of fees (if applicable)

### **Temporary Residents**

- Temporary residents must submit an application to the Temporary Residents Program to enrol in a NSW Government school in accordance with the *Enrolment of Non Australian Citizens - Procedures and Eligibility*.
- Temporary residents may be enrolled at a school if the school can accommodate the enrolment. If a school is at capacity, temporary residents must be referred to the next available school/s with capacity.
- Prior to enrolment, these students require an Authority to Enrol (ATE) and payment of fees (if applicable).

### **Exchange Students**

- The decision to enrol international students and secondary exchange students in NSW Government schools is made by the principal and is based on several factors including enrolment capacity.
- Registered Secondary Exchange Organisations apply to DE International for an Acceptance Advice of Secondary Exchange Student (AASES) for each secondary exchange student.
- Enrolment conditions are found on the DE International website.
- If an exchange student is seeking to enrolment in another school, Registered Secondary Exchange Organisations must provide the receiving school with a completed Acceptance Advice of Secondary Exchange Student (AASES) form and inform DE International before the enrolment takes place.

### **Flexible Attendance**

A student may be enrolled and attend only part-time, in circumstances such as: students in Years 11 and 12 who choose the HSC Pathways over several years, students who undertake some external studies (such as TAFE VET), trial or HSC examinations, students on behaviour trials, or students with disability involved in post-school transition planning.

### **Enrolling from a NSW non-government school**

When a student from a non-government school is enrolling in a NSW Government school there are four ways information can be shared between government and non-government schools in NSW:

- any information by consent of parents (or students' consent of over 18 years or older)
- information relevant to the safety, welfare and wellbeing of students under the age of 18, using Chapter 16A of the *Children and Young Persons (Care and Protection) Act 1998*, in accordance with the *Child Protection Policy: Responding to and Reporting Students At Risk Of Harm*
- Information relevant to the assessment and management of health and safety risks to schools arising from a student of any age who has a history of violent behaviour under Part 5A of the Education Act 1990
- Where an exception to relevant privacy legislation applies, such as a medical or other emergency or where disclosure is ordered by a court.

### **Enrolling from Fairfield High School Intensive English Centre**

When a student from Fairfield High School's IEC is ready to graduate, the IEC staff assess each exiting student's situation and makes one of the following decisions, in consultation with the student and their family:

- move into paid employment of at least 25 hours per week
- enrol in TAFE or alternative education
- enrol in relevant local school based on address
- enrol in Fairfield High School – automatic (when there is no significant behaviour or welfare concerns)
- apply to enrol in Fairfield High School – requiring interview with Deputy Principal and/(or Out of Area Enrolment Panel), where risk is assessed, issues are considered and plans put in place to support the student, if accepted.
- If a student is declined enrolment, IEC staff will help facilitate enrolment at student's local school

### **Information to staff about new enrolments to Fairfield High School in all year groups, except Year 7 at start of year**

When a student is enrolled at any time except for the beginning of Year 7, Deputy Principals will share general information about the new student with staff via email and/or Sentral Dashboard – Bulletin:

- name
- year group
- school enrolling from
- classes enrolled in
- background information about student
- welfare issues
- health issues
- links with other students
- pertinent information from Risk Assessment
- any additional PLaSP, Health Care Plans or other support required

# Non-Local Enrolment Application Form

NON- LOCAL ENROLMENT APPLICATION  
AT A NSW GOVERNMENT SCHOOL



Please read the information and Privacy Statement on this page before completing this form.

SRN									
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## Section A – Student information

Student's family name		Date of birth	____ / ____ / ____			
Student's given name		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	
Student's address						
Name of parent/carer						
Phone contact numbers	Work	____	Home	____	Mobile	____

## Section B - Non Local School Placement Request

Student's current school			
Designated local school			
Proposed date of enrolment		Proposed scholastic year (K-12)	

### PRIVACY STATEMENT

The personal information provided on this form entitled is being collected for the purpose of coordinating potential enrolments applications in NSW Government Schools. It will be used by staff of the Department of Education for general student administration and communication and for other matters relating to the coordination of potential enrolment applications. The information provided on this form may be disclosed to other schools. While the provision of this information is voluntary, if you do not provide all or any of this information it may limit the Department's ability to promptly assist you in coordinating your child's future application for enrolment in a NSW government school. This information will be stored securely. You may access or correct any personal information provided by contacting the school.

This application, once submitted, will only be considered if determined by the Principal to meet grounds for enrolment under exceptional circumstances.

- For schools under the enrolment buffer this application will be reviewed by a Non Local Enrolment Placement Panel. The panel will consist of:
  - Member of the School Executive Staff- Assistant Principal
  - Teaching Staff Representative –Teacher
  - School Community Member – As nominated by the P&C
- For schools who have reached the enrolment buffer / cap, if the Principal deems an out of area placement application worthy of consideration under the provision of exceptional circumstances, the Principal will consult with the Director, Educational Leadership to review the application and make an enrolment decision.

If an offer of non-local enrolment is made due to exceptional circumstances, it relates to the child mentioned on the application only. An offer of enrolment, if made, does not include any current or future siblings.

Initial in box

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I acknowledge that I have read and understand the above information.

Signature of parent / carer \_\_\_\_\_

Date \_\_\_\_\_

## School Use Only

Date Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parents/ Carers advised on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Buffer reached	Yes	No
Cap reached	Yes	No
Place available	Yes	No

Notes


## Reasons for non-local enrolment (Please address criteria)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

*If necessary, you may attach additional information in support of your request.*

# Appendix B – Residential Address Check

## 100 Point Address Check:

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

*(This letter is to be on official school letterhead)*

## Parent letter – Non-Local Enrolment successful

Date \_\_\_\_\_

Dear \_\_\_\_\_

Thank you for your non-local enrolment application for \_\_\_\_\_ at Fairfield high School

After careful consideration of the information you provided, I am pleased to advise that your application has been successful and I am able to make an offer of enrolment to you. Please contact the office to finalise the enrolment of \_\_\_\_\_.

Please note that if you have any younger children, it is not possible for our school to guarantee that an out of area enrolment application will be accepted in the future.

The designated intake area for our school is available at <https://education.nsw.gov.au/school-finder>. This is in accordance with the Department's Enrolment of Students in NSW Government Schools policy and the General Enrolment Procedures (2019), available on the Department's internet site at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>. Under this policy and procedures, 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.

Please complete the attached acknowledgement of this enrolment offer and return it to the school office at your earliest convenience.

Yours sincerely,

Charles Borg  
Principal

.....  
I acknowledge receipt of the acceptance of the out of area application for enrolment in Year \_\_\_\_ at Fairfield High School for my son/daughter \_\_\_\_\_ and accept/decline the enrolment offer.

I acknowledge receipt of notice that it may not be possible for the school to accept out of area enrolment applications for younger siblings in future years.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*(This letter is to be on official school letterhead)*

## **Parent letter – Non-local Enrolment unsuccessful**

Date \_\_\_\_\_

Dear \_\_\_\_\_,

Thank you for your non-local enrolment application for \_\_\_\_\_ at Fairfield High School.

After careful consideration of the information you provided, I regret to inform you that our school is unable to accept \_\_\_\_\_'s enrolment at this time.

An Out of Area Placement Panel reviewed your application to make this determination.

The designated intake area for our school is available at <https://education.nsw.gov.au/school-finder>. This is in accordance with the Department's Enrolment of Students in NSW Government Schools policy and the General Enrolment Procedures (2019), available on the Department's internet site at:

<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools> Under this policy and procedures, 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.

At this time, based on the address you have provided, you are encouraged to make contact with your local school \_\_\_\_\_. An appointment with the Principal for an enrolment interview can be arranged by telephoning your local in-area school.

If you wish to appeal against this decision the appeal should be made in writing and addressed to: The Principal, Fairfield High School.

Yours sincerely

Charles Borg  
Principal

*(This letter is to be on official school letterhead)*

## **Parent letter – Unsuccessful at appeal**

Date \_\_\_\_\_

Dear \_\_\_\_\_,

Thank you for your non-local enrolment application appeal for \_\_\_\_\_ at Fairfield High School.

After careful consideration of the information you provided I regret to inform you that our school is unable to accept \_\_\_\_\_'s enrolment.

At this time, based on the address you have provided, you are encouraged to make contact with your local school \_\_\_\_\_. An appointment with the Principal for an enrolment interview can be arranged by telephoning your local in-area school.

If you wish to appeal against this decision the appeal should be made in writing and addressed to:

The Director Educational Leadership  
Fairfield Network of Schools

Yours sincerely

Charles Borg  
Principal



# Out of Area Enrolment Panel Meeting Notes

Student:	Year Group:
Application Date:	Panel Meeting Date:
Student's Current School:	Proposed Start Date:

Panel Notes:

Decision:	Enrolment Accepted		Enrolment Declined	
Reason:				
	Names:		Signatures:	
Panel Members: Executive Rep				
Staff Rep				
Community Rep				
<b>Follow Up:</b> € Telephone call informing outcome. Date: _____ € Letter sent to parents. Date: _____				
Principal Aware of Outcome:	Principal signature:		Date:	



# Enrolment Application

(parent to fill in prior to interview being set)

In  
Area

Out of  
Area

First Name:	Date of Birth:
Surname:	Gender:

Current School :	Year Group:
Reason for changing schools:	
Subjects studied at current school:	

Address:	
Mother's Name:	Phone No.
Father's Name:	Phone No.

Siblings at FHS:
Siblings in Primary:
Siblings also applying for enrolment:

Temporary Visa:		Class:	Number:
Interpreter Required?	Yes	No	Language Spoken:
Years in country:		Country of Birth:	

Additional information to support application:
:

Deputy Principal:	
Appointment Date:	Appointment Time:



## APPOINTMENT FOR ENROLMENT INTERVIEW

Your interview time details are as follows:

Deputy Principal:	
Appointment Date:	Appointment Time:
Student:	Year Group:

*(it may be necessary for you to receive your appointment time via a phone call)*

When you come for this interview you need to bring the following documents that are ticked:

- ☐ A completed **Application to Enrol in NSW Government School** form.
- ☐ A **Birth Certificate**
- ☐ Proof of **Citizenship**
- ☐ **Passport** and current **visa** details.
- ☐ **Proof of address** (*Rental notice, bill payments, licence ...*)
- ☐ Any **court orders**. (*if applicable*)
- ☐ Copy of most recent **school report**
- ☐ Copies of any **NESA ROSA certificates** (years 10, 11 or 12)
- ☐ For Temporary Visa Holders (**Authority to Enrol letter**)

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**Fairfield High School**  
Creativity Excellence Success  
**Principal:** Charles Borg

**A** 405 The Horsley Drive, Fairfield NSW 2165  
**F** facebook.com/fairfieldh1  
CRICOS Provider Name: NSW Dep of Ed

**E** fairfield-h.school@det.nsw.edu.au  
**W** fairfield-h.schools.nsw.edu.au  
CRICOS Provider Code: 00588M

**P** 02 9727 2111  
**P** 02 9755 8500

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# Enrolment Interview

(Deputy Principal to complete and pass on this information to staff)

Interview Date:	Year Group:			
First Name:	Surname:			
Present at interview:				
Summary of School Achievement, Attitude & Participation:				
Special Interests / Skills:				
Welfare issues:				
Health issues:				
Background / Family issues / Reason for Changing Schools:				
Issues raised from current school Risk Assessment: Attendance: Suspensions/Behaviour: Academic needs: Other issues raised:				
Enrolment Declined	<input type="checkbox"/>	Enrolment Accepted	<input type="checkbox"/>	Start Date:
Reason:				
Deputy Signature:			Date:	



## Request for Information Enrolment Risk Assessment and Background Information

Return this via email to:

Complete via computer, save &  
return via email  
OR  
Print - fill in by hand, scan &  
return via email

Attention: Principal/Deputy Principal

School:		Date of Request:	
Student:		Current Year Group:	

The student identified above has applied to enrol at Fairfield High School. To assist with our process to make the most appropriate decision and implement relevant support and risk mitigation (where necessary) – it is requested that the relevant member of your senior executive team completes this form and returns it as soon as possible. Thank you.

*Please attach copies of student behaviour/welfare records and any plans that are in place to support this student.*

Does this student have a documented history of violence?	select	
Is there a current unresolved suspension?	select	
<input type="checkbox"/> Acts of violence <input type="checkbox"/> Threats of violence <input type="checkbox"/> Possession of weapon/implement at school <input type="checkbox"/> Use of illicit drugs/alcohol/incorrect use of prescribed drugs <input type="checkbox"/> Use of alcohol while at school or on school related activities		
Number of short suspensions:		Long Suspensions:

Does this student regularly display inappropriate behaviour?	select	
<input type="checkbox"/> Defiance and/or disrespect to staff <input type="checkbox"/> Bullying other students <input type="checkbox"/> Disruptiveness in class <input type="checkbox"/> Truancing classes/lateness to class <input type="checkbox"/> Negative social media activities <input type="checkbox"/> Other		
Are there any current behaviour concerns being addressed?	select	

Does this student have any formal plans in place?	select	
<input type="checkbox"/> Personalised Learning and Support Plan/IEP <input type="checkbox"/> Risk Management Plan <input type="checkbox"/> Health Care Plan <input type="checkbox"/> Personal Learning Pathway (ATSI) <input type="checkbox"/> Attendance Improvement Plan <input type="checkbox"/> Other		

Attendance percentage last 12 months?	
Attendance percentage this term?	
Attendance issues we should be aware of:	

Uniform Compliance:	
Punctuality issues - often late to school:	
Truancy issues - misses whole or part classes:	

NESA Number:	
All My Own Work (completion percentage):	
Minimum Standards (completion details):	

EAL/D support required:	
LaST support required:	
HPGE talents/giftedness:	

Sport talent/participation:	
Performing Arts talent/participation:	
Student leadership talent/participation:	

Is there a diagnosed disability?	
Is the student on the School Psychologist's caseload?	
Is the student involved in Welfare Team interventions?	
Are external agencies involved with student?	

Additional details relevant to assist enrolment decision and/ support student upon enrolment:

Name of person who completed this form:		Role:			
Email:		Phone:		Date:	

*When form is complete - go to File - Save As - rename it with the student's name*