



# SIR JOSEPH BANKS HIGH SCHOOL

## Information for Parents of Students Transitioning from Year 6 to 7

Sir Joseph Banks High School, like most NSW Government schools, has a local enrolment catchment area. Your child's permanent residential address determines which school is your local school. The [School Finder](#) tool can help you locate your child's local school.

### How do we enrol our child into Year 7, 2023 at SJBHS?

#### Local Students – Application Process

##### Step 1

[Expression of Interest](#) forms are issued to families through the primary school in preparation for 2023 enrolments into Year 7. *If SJBHS is your local school, it should be written in Section B (see below).* You need to sign and return the form to your child's primary school on or before 18<sup>th</sup> March, 2022.

**Section B. Placement at your local government school**

Your local school

Please sign this section if you wish your child to attend this school.

Signature of parent/carer

Date

day		month		year		

##### Step 2

On or around 26<sup>th</sup> May, 2022, your child will be provided with confirmation of placement. The school will send you an [Application to Enrol](#), which you should complete and return to the school with supporting documentation such as proof of address, copies of your child's birth certificate or passport, most recent school report and NAPLAN results.

#### Non-local Students – Application Process

Non-local applicants may be offered a position at SJBHS when the school has the capacity to accept additional enrolments. Non-local applicants will be prioritised based on the NSW Department of Education's criteria:

- siblings already enrolled at the school
- compassionate circumstances
- medical reasons
- proximity and access to the school
- access to a co-educational school

Further information regarding the NSW Department of Education's Enrolment Policy can be found here: [https://education.nsw.gov.au/content/dam/main-education/policy-management-schools/year-6-to-year-7-transition/Moving\\_into\\_Year\\_7\\_2023\\_Booklet.pdf](https://education.nsw.gov.au/content/dam/main-education/policy-management-schools/year-6-to-year-7-transition/Moving_into_Year_7_2023_Booklet.pdf)

## Step 1

Parents/caregivers must complete an *Expression of Interest* form and return it to their child's primary school on or before 18<sup>th</sup> March, 2022. These forms are issued to families at primary school in preparation for 2023 enrolments into Year 7. You should clearly identify Sir Joseph Banks High School as your school of preference and **address the reasons why you would like your child to be enrolled at SJBHS**. Priority will be given to families who meet the non-local applicant criteria.

**Section C. Consideration to be given to placement at other government schools**

If you prefer that your child attend a non-local school, you can provide a maximum of three preferences. You may include:

- a **specialist government school**. Please note that you are encouraged to seek assistance from the primary school principal if you wish your child to be considered for placement in a specialist school.
- a school with **support classes** to cater for students with additional learning and support needs. Please note that this is through a placement panel. **You should seek assistance from the primary school principal if you wish your child to be considered for support class placement.**
- other **non-local** government school. Please outline your reasons for seeking non-local placement(s) at the bottom of this page (and on page 7 if required).

I wish to seek placement for my child at the following government school/schools:

Choice 1 school

Choice 2 school

Choice 3 school

I understand that if my child is not successful in gaining placement in one of the above schools, she/he will be placed in the designated local school listed in Section B.

Signature of parent/carer

Date   /   /

day month year

## Step 2

During the month of May 2022, the school's enrolment panel will meet to assess your application and determine if we have enough places available to offer your child a position. Placements are provided in line with our school's and the Department's criteria. Please note that sibling enrolments will be given priority and student ability, performance or achievement will not form part of the selection criteria for non-local enrolments. A student's passion for engagement and learning is highly valued at SJBHS.

## Step 3

Prior to 7<sup>th</sup> June 2022, your child will be provided with confirmation of placement if a position at our school is available. The school's enrolment panel will determine which families best meet the criteria and allocate positions after considering each application. If your child is not offered a position at this time, he/she will be placed on our waiting list. You will be advised and offered placement only if a position becomes available. The application to enrol will be finalised once the parent/caregiver has met with the school, provided all the relevant identity and medical documentation for the student and completed the processes required by the school.

## Getting help...

For further advice on completing the Year 6 to 7 Expression of Interest form, please contact your primary school Principal. Alternatively, if you require clarification around the non-local students' criteria for application, you may contact Enrolments at SJBHS on 9773 6054.