



Enrolment Policy

Updated June 2019

Girraween High School is a fully academically selective high school. Enrolments are capped at 120 for Years 7–10 and 140 for Years 11–12. New vacancies are limited in Years 8–10 and only arise when a current student leaves. However, an additional class is formed for Year 11 and at least 20 places are offered. Enrolment into Year 12 would, in the majority of circumstances, be an educational disadvantage for the student. Therefore enrolment into Year 12 would be highly unlikely and would be at the discretion of the Principal.

1. Entry to Year 7

1.1 The High Performing Students Unit (HPSU) administers all aspects of Year 7 placement. This information may be accessed as follows:

<http://www.schools.nsw.edu.au/learning/k-6assessments/shsplacement/index.php>

Therefore Girraween High School has no control of entry into Year 7.

2. Entry to Years 8–12

2.1 Advertising: Advertising is arranged by the HPSU and is placed in selected metropolitan, regional and rural newspapers in mid-June to advise parents that limited vacancies may occur in selective high schools in Years 8–12. Information is provided on the Girraween High School website from mid-June of each year:

<http://www.girraween-h.schools.nsw.edu.au/our-school/enrolment>

2.2 Application Package: It is mandatory that applicants use the official application package developed by the Department of Education (DoE). This may be accessed at:

<http://www.schools.nsw.edu.au/gotoschool/types/selectiveschools.php> All applications must reach the school by the advertised date, usually toward the end of July. A letter confirming receipt of the application is sent to parents.

2.3 Higher Abilities Selection Test (HAST): Entry is via a test administered by Girraween High School and support material provided by the student. The test material is provided by the Australian Council for Educational Research (ACER). The four test series consists of Reading Comprehension, Mathematical Reasoning, Abstract Reasoning, and Written Expression.

The HAST entrance test is held at the school early August each year.

2.4 Higher Abilities Selection Test (HAST) Reviews: If a student is sick on the day of the test, or something unforeseen and beyond the parents control has occurred to compromise the student's performance in the test, parents must submit a request in writing: email, fax or post to the Principal within seven (7) days of the test date. A review based on the grounds of illness **MUST** include a medical certificate which **MUST** include:

- diagnosis of medical condition
- date of onset of illness
- date(s) and time(s) of all consultations / meetings relating to this illness
- description of how the condition / symptoms could affect test performance
- Medical certificates must be dated either the Saturday of the entrance test or prior. Medical certificates obtain after the date of the test will not be accepted.

- 2.5 Selection: When the HAST entrance test results are available, a Selection Panel consisting of at least two Head Teachers for each Year group review the submitted portfolio along with the HAST result to propose a rank order. Following this process, a Selection Committee consisting of the Principal, Director Educational Leadership and a parent representative then review all proposed rankings for each Year group and confirm the rank order.
- 2.6 Offers: An offer of placement is made in late September. Students who accept a placement must attend the enrolment afternoon in early Term 4 and bring originals of all documents submitted in the original application for verifying. A parent/guardian and the applicant must attend an interview held during the enrolment afternoon. Assuming that all documentation is in order, a formal offer of enrolment is made at the conclusion of the interview.
- 2.7 Additional Information: If a student is going to be offered a place and the parent has indicated on the enrolment form that their child has been suspended for violence or criminal activity, the Principal will contact the Principal of the student's current school to seek additional information. Enrolment may be dependent upon a Risk Assessment which is used to assess and manage risks posed to students or staff by a student with a history of violence.
- 2.8 Sharing of Results with other Selective High Schools: Girraween High School has an arrangement with Caringbah High School, Fort Street High School, Gosford High School, North Sydney Girls High School, Hornsby Girls High School, St George Girls High School and Northern Beaches Secondary College Manly Selective Campus to share HAST entrance test results. Each of the above mentioned Selective High Schools conduct the test on the same day. This means that if a student wishes to be considered for more than one of these Selective High Schools, they sit the test at the school that is their first preference. Each of the Selective High School conducts the test on the same day.
- 2.9 Reviews: If applicants believe they have a valid reason for a review of the decision of the selection committee, the Principal must have received a request in writing: emailed, faxed or posted by the first GHS school day of Term 4.
- 2.9.1 A request for review will generally only be considered valid if made on one of the following grounds:
- If a student submitted a review as per Section 2.4 and you did not receive in your outcome letter an acknowledgment that this was considered.
 - The applicant believed that the selection committee did not follow its own published criteria.
- 2.9.2 Request for a review will generally **not** be considered valid if made on the following grounds:
- Disruption to schooling for reasons other than a medical condition affecting the student. The request for a review will not be granted on the basis that the family travelled overseas during the assessment period or that they moved to another residence.
 - Anxiety or depression or any other long-term illness or condition which affected the child's performance either in school or on the day of the Entrance Test (if relevant) [1].

- Incomplete documentation. It is the parent’s responsibility to provide all relevant documentary evidence at the time of application.
- The parent’s belief that another student who was successful for entry to that selective high school is considered to be performing at a lower level in classwork [2].

The Principal will conduct an internal review and advise the parents of the outcome. During this process, the school will keep a place reserved until the outcome of the appeal is known.

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1. While it is acknowledged that anxiety, depression and other long-term illnesses or conditions can affect a student’s ability to show academic merit, there is little a Selection Committee can do to predict how well a student would have performed without such a condition.
 2. The process for Selective High School entry in Years 8 to 12 ranks students in the candidature on a variety of measures including the basis of their documentary evidence of academic merit, and/or testing and/or interviews. It is possible for a student to rank differently in this process from the way they rank in class.

2.10 Vacancies: When a place becomes available, the Principal offers enrolment to the next student on the reserve list. Reserve lists will remain in existence until the end of Term 2.

2.11 Late Applications: These will only be accepted in exceptional circumstances. The applicant must submit a request in writing: email, fax, or post to the Principal within seven (7) days prior to the HAST entrance test explaining why the exceptional circumstance meant that they were not able to submit the application by the due date (relevant independent evidence should be included with this written request).

2.12 Residency Status: Candidates must be Australian citizens or holders of a visa granting permanent resident status in Australia. All successful applicants must show original documentation, such as a certificate of evidence of Australian citizenship, birth certificate or visa, before enrolment can be finalised.

3. Other information

3.1 Sibling entry: Siblings do not automatically gain entry to selective high schools including Girraween High School.

3.2 Acceleration programs in other schools: past experiences have shown that students who have been accelerated in other schools would most likely not be identified at GHS as benefitting from acceleration. This is due to the nature of the way we cater for differentiated teaching & learning based upon our students’ academic ability. Continuation of acceleration programs may be considered on an individual basis but not guaranteed. Considerations would include but are not limited to: school timetabling constraints, availability of places in the Year 12 class, evidence of prior student achievement. In addition students may be asked to undertake a GHS style assessment in order to provide valid comparative data.