



## Enrolment Policy

### Updated May 2023

Girraween High School is a fully academically selective high school whose enrolments numbers are capped by the NSW Department of Education. New vacancies are limited in Years 8, 9 & 11 and only arise when a current student leaves. In Year 10, an extra class is created. This allows us to have smaller class sizes in Year 10, and also allows the enrolment of a greater number of new students than Years 8, 9 and 11. 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 and Director Educational Leadership.

#### 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:

<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7>

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

#### 2. Entry to Years 8–11

- 2.1 Parents can access enrolment information for the following school year for students in Years 8–11 via the Girraween High School and also the HPSU websites from mid-June of each year:

<https://girraween-h.schools.nsw.gov.au/about-our-school/enrolment/years-8-12-enrolment-information.html>

<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/years-8-to-12>

- 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: <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/years-8-to-12>

All applications must reach the school by the advertised date, usually late 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 on a Saturday in early August each year.

- 2.4 Disability Provisions: if your child currently receives disability provisions from your current school, please contact the school at least 14 days prior to the HAST. You will also be asked to provide evidence from your current school as to the nature of the provisions. GHS will review your application and make a determination as to the level of adjustment(s) which can be provided. Depending upon the requested provision, ACER approval may be required.

- 2.5 Reviews of Higher Abilities Selection Test (HAST) performance: If a student is sick on the day of the test, or something unforeseen and beyond the parents control has occurred which compromises the student's performance in the test, parents must submit a request in writing via email 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 obtained after the date of the test will not be accepted.

- 2.6 Selection: When the HAST entrance test results are available, a Selection Panel consisting of at least two members of the school's Executive 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, a parent representative and the additional option of the Director Educational Leadership then review all proposed rankings for each Year group and confirm the rank order.
- 2.7 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.
- 2.8 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.
- 2.9 Sharing of Results with other Selective High Schools: Girraween High School has an arrangement with several other selective schools who undertake the HAST on the same date to share results. 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.
- 2.10 Review of the Selection Panel's Decision: 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 via email by the first Wednesday of Term 4.

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 2.5 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.

Request for a review will generally **not** be considered valid if made on the following grounds:

- New or additional documents or certificates that were not included in the original application. This includes any documents your child received after the closing date for applications.
- Disruption to schooling such as changing schools, extended family travel, relocation etc.
- Anxiety, 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. 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.

- Incomplete or incorrect documentation. It is the parent's responsibility to provide all correct and relevant documentary evidence at the time of application.
- The parent's belief that another student who was successful for entry to Girraween High School who they perceive to be performing at a lower level in classwork. The process for Selective High School entry in Years 8 to 11 ranks students in the candidature on a variety of measures including their documentary evidence and HAST results.
- New or additional information which would have reasonably been known at the time of the HAST.

The Principal will conduct a review and advise the parents of the outcome.

- 2.11 Vacancies: When a place becomes available, the Principal offers enrolment to the next student on the reserve list. Reserve lists will generally remain active during Term 1.
- 2.12 Late Applications: These will only be accepted in exceptional circumstances. The applicant must submit a request in writing via email to the Principal no less than seven (7) days before the HAST entrance test. This request must explain 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).
- 2.13 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. Parents and students must be living in NSW by the first gazetted school day of the year for entry to GHS or the offer will be rescinded.

### **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 class(es) in higher years, evidence of prior student achievement. In addition, students may be asked to undertake a GHS style assessment in order to provide valid comparative data.
- 3.3 Overseas and interstate Applications: In the event that a student who meets criteria 2.13 and is currently residing interstate or overseas, there is no mechanism for them to sit an online HAST. As overseas and interstate school reports are difficult to compare to NSW curriculum, it is very difficult to make a valid comparative judgement on the submitted portfolio alone. As there are no longer travel restrictions due to Covid-19, all applicants must sit for the HAST unless they meet criteria 2.5.