Burwood Girls High School

ENROLMENT PROCEDURE FOR STUDENTS APPLYING FOR YEAR 7, 2017

Timeline for Parents/Carers

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION BY</th>
<th>ACTION TO BE TAKEN</th>
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<tbody>
<tr>
<td>January – March 2016</td>
<td>Parents, students</td>
<td>Attend Open Days/Information Sessions at High Schools of interest. The Information Evening for Year 6 at Burwood Girls High School is on Monday 29 February 2016, 7pm, in the School Hall, followed by a Tour of the School on Thursday 3 March, starting at 9 am.</td>
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<td>From early March 2016</td>
<td>Parents</td>
<td>Obtain Moving into Year 7 in a NSW Government School booklet. Government primary schools will automatically distribute this booklet to parents in March. This booklet contains the Expression of Interest - Placement in Year 7, 2017 at a NSW Government School form. Note: If student currently attends a non-government school, obtain the Expression of Interest form from a nearby government primary school, or download Moving into Year 7 in a NSW Government School then return completed EOI form directly to BGHS.</td>
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| By NO LATER THAN 18 March 2016 | Parents                           | Return completed Expression of Interest for Placement in Year 7, 2017 in a NSW Government School form to your primary school. Please note:  
  - Local students (in BGHS catchment area) will be able to enrol here.  
  - For Non-Local students:  
    - If you want enrolment at BGHS we recommend that you list BGHS as Choice 1, as Choice 2 & 3 applications are rarely looked at due to the high number of Choice 1 applications.  
    - Attach a one page resume to the Expression of Interest Form, addressing the 2017 Enrolment Criteria for non-local Year 7 students (see page 2 of this document). Please do not attach more than one page.  |
| No later than 27 May 2016 (Local applications) | Principal, Parents                  | • BGHS will advise primary schools and parents of outcome of local applications.  
  • Parents will be requested to return completed Enrolment Form and further documentation (especially proof of residential address), directly to BGHS.  |
| No later than 27 May 2016 (Non-Local applications) | Principal                          | • Convene a placement panel to consider non-local enrolment applications (Deputy Principal, Year Adviser, Enrolment Officer, parent representative).  
  • Review Choice 1 Expression of Interest forms for non-locals.  
  • Advise primary schools and parents of outcome of Choice 1 non-local applications.  
  • Successful applicants will be requested to return completed enrolment form and further documentation, directly to BGHS.  
  • Waiting list formed.  |
| From 29 August 2016   | Principal                           | Send an acceptance letter to all successful students. Letter includes information regarding family interviews, Orientation Day, etc.  |
| 10-18 November 2016   | BGHS staff, students and parents    | • All successful students and their parents are required to attend a family interview. BGHS will organise an interview time with parents/students, during the day, from Thursday 10 November to Friday 18 November. The aim of this interview is to gather information about students such as learning outcomes, leadership skills, extra-curricular and sporting interests, to enable a smooth transition to high school for both students and parents.  |
| Thursday 1 December 2016 | Students, parents                  | BGHS Orientation Day for all accepted Year 6 students and parents, 9am-11am in School Hall. Uniform purchases may be organised at this time.  |
CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS FOR YEAR 7, 2017

- Sibling (still enrolled for 2017)
- Demonstrated skills and talents in:
  - Music / band
  - Choir / singing
  - Dance / drama
  - Academic
  - Sport
  - Leadership
  - Public speaking
  - Languages
- Close Proximity to school
- Parent currently involved with the school