Year 6 into 7 Enrolment Procedures at Cheltenham Girls’ High School

By the end of Term 1 each year applications for enrolment in Year 7 for the following year are received by the school from local primary schools.

Applications are sorted into priority groups:

a. Local (ie within indicative local boundaries)

b. Local Siblings (ie within indicative local boundaries)

c. Compassionate

d. Non-Local Siblings

e. Non-Local (out of area)

Local applications are then plotted onto the map of the indicative local area using a combination of Street Directory and the DEC school intake zone locator and www.whereis.com.au to confirm their residential proximity to the school.

At the beginning of Term 2 the enrolment panel meets to consider applications and to determine offers of enrolment. The total number of offers takes into account the historical data relating to the Selective Schools Testing together with enrolment capacity at the school. Initial offers are made on the basis of residential proximity to the school. At this time the outcome of the selective schools testing is unknown. Thus a family may have applied for enrolment at Cheltenham Girls’ High School at the same time as awaiting the outcome of the selective schools test.

At the same time as offers of enrolment are made, some letters may be sent to local families indicating their initial application has been unsuccessful however further vacancies may occur when the outcome of the Selective Schools testing is known to the school. These families are advised they have been placed on the Local area waiting list.

Letters are sent to families who are designated ‘non-local’ but are siblings of students currently enrolled at the school indicating that when all available local applications have been processed an offer of enrolment will be made. These families are advised that they have been placed on a waiting list.

Letters are also sent to families whose circumstances have been deemed by the panel to be compassionate indicating that when all available local and non-local sibling applications have been processed an offer of enrolment will be made. These families are advised that they have been placed on a waiting list.

Letters are also sent to non-local applicants indicating that their application has been unsuccessful and recommending enrolment at their designated local co-educational comprehensive secondary school.

Enrolment applications received after the meeting of the enrolment panel are sorted into further groups:

a. Late Local – these applications receive a letter indicating they have been placed on the local waiting list but will not be processed until after the local, non-local siblings and compassionates have been placed.

b. Unsuccessful – these applications receive letters advising them that they have been unsuccessful and recommending enrolment at their designated local co-educational comprehensive secondary school.

Over the next 3 months the school receipts acceptances to the offers of enrolment.

As the school is advised of rejection of the offer to enrol (because of Selective School test results or because of a change of family circumstance or because the family has decided to enrol in a private school) further offers of enrolment are made based on the previously established waiting lists.

As Enrolment Day approaches (usually late August/early September) the school makes direct contact with families from whom no response has been received.

At Enrolment Day the offers of enrolment are only confirmed when the family is able to provide statutory evidence of residence which confirms their address at the time the original offer was made.

Subsequent to Enrolment Day further offers are made as vacancies occur on the basis of the previously established waiting lists.