

Online Enrolment: Moving to High School (Year 7, 2022)

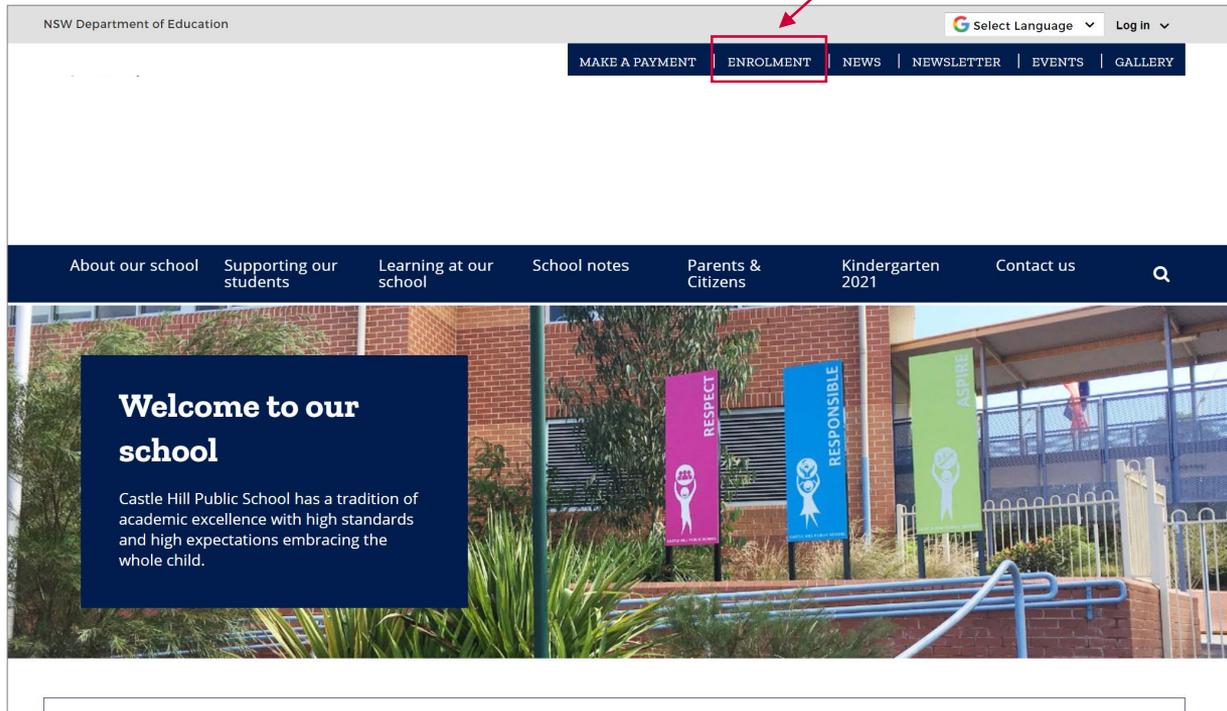
Parent information pack

February 2021

Moving to High School: Steps for Parents

Where to find the online expression of interest for Year 7

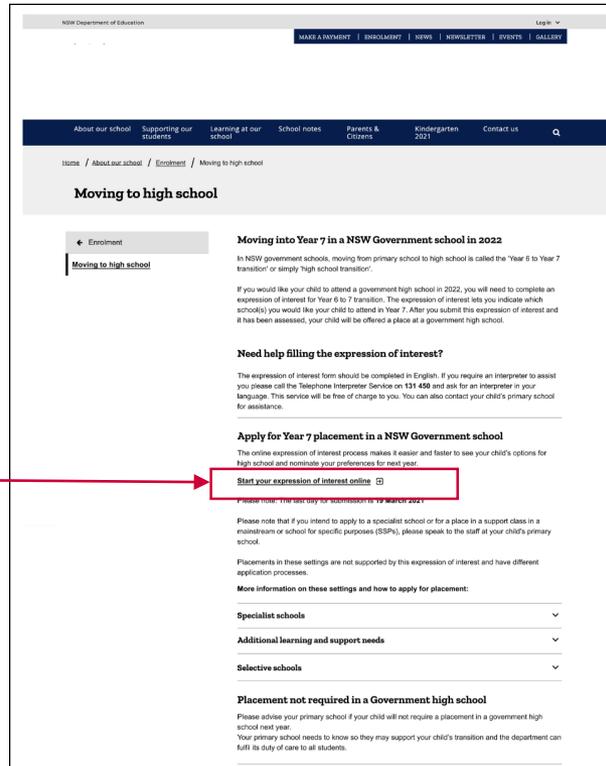
- Go to your child's primary school website and click on the tab called 'Enrolment'.



Moving to High School: Steps for Parents

Where to find the online expression of interest

- There will be a new section called 'Moving to high school'.
- On this page there will be information about the process as well as an overview timeline.
- Select 'Start your expression of interest online' to be taken to the Parent Interface (PI).
- This link will be removed from this page on the 19 March 2021



Overview of the moving to high school process

The Year 6-7 expression of interest allows you to select up to three preferences besides your local high school, and the process has three rounds that take place over the course of a year. Below are the key dates you need to be aware of.

Note: The expression of interest closes on 19 Mar 2021. Please make sure you complete and submit the expression of interest before that date

March 2021

Submit expression of interest

You complete the expression of interest form and return it to your primary school. They will review and pass on the expression of interest to your local high school, and if applicable, to your first preference school.

When completing the form, you will be required to provide your child's residential address. The primary school may get in touch with you if there are differences between the information you provide and the information the school has on record.

Incorrect information may result in your expression of interest being withdrawn and any decisions made by high schools based on incorrect information may be reversed.



June 2021

At the end of Round 1:

If you have selected your local high school only:

Your local high school has been sent your expression of interest and they will contact you shortly.

If you have selected any out of area high schools:

Your first preference school has been sent your expression of interest. They will assess, and if you are successful, the school will contact you to inform you of the next steps. In this event, you will not receive offers from any other schools that are lower in preference.

If you are unsuccessful, the school will let you know. They may place you on a waiting list and will inform you if a place becomes available. Your expression of interest will be forwarded to your next school.



July 2021

At the end of round 2:

Your second preference school will have assessed your expression of interest.

If you are successful, the school will contact you to inform you of the next steps. In this event, you will not receive offers from any other schools that are lower in preference.

If you are unsuccessful, the school will let you know. They may place you on a waiting list and will inform you if a place becomes available. Your expression of interest will be forwarded to your next school.

If you did not put a second choice on your expression of interest, then your local high school will be informed and they will be in touch with you.



Moving to High School: Steps for Parents

Steps for submitting an online expression of interest

Parents must:

- 1 Enter the student's Residential Address to commence expression of interest
- 2 Confirm if you wish to apply to your child's local high school or college campus only, or express interest in out-of-area schools

Note: Students local to **Lake Cathie Public School** can attend **Hastings Secondary College** or **Camden Haven High School** in 2022.

- 3 If applicable, select up to 3 out-of-area schools or college campuses in order of preference
- 4 Agree to Privacy Agreement
- 5 **Log-in** using email or their Service NSW account
- 6 Complete details for:
 - Student details
 - Parent/carer details
 - Out-of-area school considerations (for between 1-3 schools, if an out-of-area placement is sought)
 - Review and Submit



Moving to High School: Steps for Parents

Moving to high school – Student’s address

- The first step for parents is to enter your child’s residential address.
- You may have to provide proof that this is your child’s registered residential address. Please speak to the school beforehand to update your details if they do not have your child's current residential address

The screenshot shows the 'Moving to high school' website interface. At the top, there is a navigation bar with the NSW logo and 'Moving to high school' text, and a 'Resume Application' button. Below this is a main header with a school icon and the text 'Moving to high school For Year 6 students'. The main content area features three circular icons with text boxes: 'What is this application for?', 'What will I need to complete this form?', and 'Need help filling out this form?'. Below these is a section titled 'Let's start with the student's home address' with a red box highlighting the text 'We use this to determine the local high school. You may be required to provide proof of student's residential address.' and a search input field labeled 'Student's home address' with a 'Search' button. To the right, a pop-up window titled 'Proof of Student's Residential Address' is open, containing a list of acceptable documents and their point values: 'Document showing the full name of the child's parent' (40 POINTS), 'Any of the following' (20 POINTS), and 'Any of the following documents' (15 POINTS). A red arrow points from the highlighted text in the main content to the pop-up window.

Moving to High School: Steps for Parents

Local high school

- The local high school for the student's address will be displayed first. Note that some students may have more than one local high school.
- You will need to confirm if the student has applied for placement at a selective high school and if they wish to apply for government schools other than their local school.
- Note: If you are happy with what is reflected in this screen as your child's local school or college campus you will skip straight to the [privacy agreement](#). You won't need to add any other schools.
Note: Your child is entitled to a place at their local high school.
- Students local to **Lake Cathie Public School** can attend **Hastings Secondary College** or **Camden Haven High School** in 2022.
- If your preferred school is not displayed here, please answer "yes" to the second question and choose your preferred school from the out-of-area process.
- The steps for an out-of-area high school are covered at the end of this pack ([slide 13](#)).

Moving to high school
For year 6 students

Your child's local high school
Your child is entitled to a place at their local high school.
Your child's local high school for **4 Valley View Rd Kew NSW 2439** is:

Camden Haven High School
Valley View Rd, Laurieton, NSW 2443
6556 8100
camdenhave-h.schools.nsw.gov.au

Next Steps
Please answer the questions below to proceed

Have you submitted an application for placement in an academically selective school?
 Yes
 No

Will you be considering placement(s) at any other government schools besides your local high school?
 Yes
 No

[← Back](#) [→ Proceed](#)

Moving to High School: Steps for Parents

Privacy Agreement

- Once you have selected no to 'Will you be considering placement(s) at any other government high schools besides your local high school?', you are then asked to agree to the standard privacy agreement, by ticking the box and selecting 'proceed'.

The screenshot shows a web page titled "Online Enrolment Application" with a dark blue header. The main heading is "Please read and agree to our privacy agreement". The page contains several paragraphs of text explaining the data collection process, including why information is collected, how it is stored, and how it is used. At the bottom, there is a section titled "Please confirm you accept this privacy agreement" with a checkbox and a "Proceed" button.

Online Enrolment Application

Please read and agree to our privacy agreement

As part of the NSW Department of Education's online enrolment process we need your consent to collect and store your personal information. Before consenting, please ensure you read the following:

Why do we collect information about your child for enrolment and how do we store it?

The personal information collected on this application is for purposes directly related to your child's education including processing this application.

Any information provided to the NSW Department of Education (the Department) will be used, disclosed and stored consistent with the NSW privacy laws.

Certain information is required by the Department to meet its duty of care and other legal obligations under public health, education and child protection legislation and for meeting data collection and reporting requirements under Commonwealth - State funding agreements which may involve evaluation and assessment of student outcomes.

Information may be disclosed to NSW State and Commonwealth government agencies and other organisations for the above purposes and as authorised or required by law.

Information will be stored on a secure electronic database. You may access or correct the information by contacting your child's school. If you have a concern or complaint about the information collected or how it has been used or disclosed you should contact the school.

If you choose not to provide some requested information it may have a detrimental impact on your child's enrolment, resourcing of the school or meeting your child's educational needs.

Further information about the collection of information while your child is enrolled at a NSW Government school, and how we protect your privacy is available on the Department's website or from your school. After submitting your application, if you need to access or correct any personal or health information submitted you should contact the relevant school that you have applied for enrolment at.

Further details setting out how the Department will treat the personal information and health information submitted as part of school enrolment processes (including permitted use and disclosure) is contained in:

- [Data Collection Notice](#)
- [Privacy Code of Practice](#)
- [Privacy Management Plan](#)

What are we doing with information you provide to us online?

We will be collecting and analysing online enrolment usage data to help make this a better product into the future, making it easier for parents to enrol their children in our schools.

At the end of the application process you will be asked to declare the accuracy of the information and submit. On submitting your application you will receive an email containing a password protected copy of your application.

Please confirm you accept this privacy agreement

If you do not agree, you will not be able to proceed with the online enrolment process. Don't worry, you can still use existing enrolment processes to apply. You can find out more on our going to a public school website.

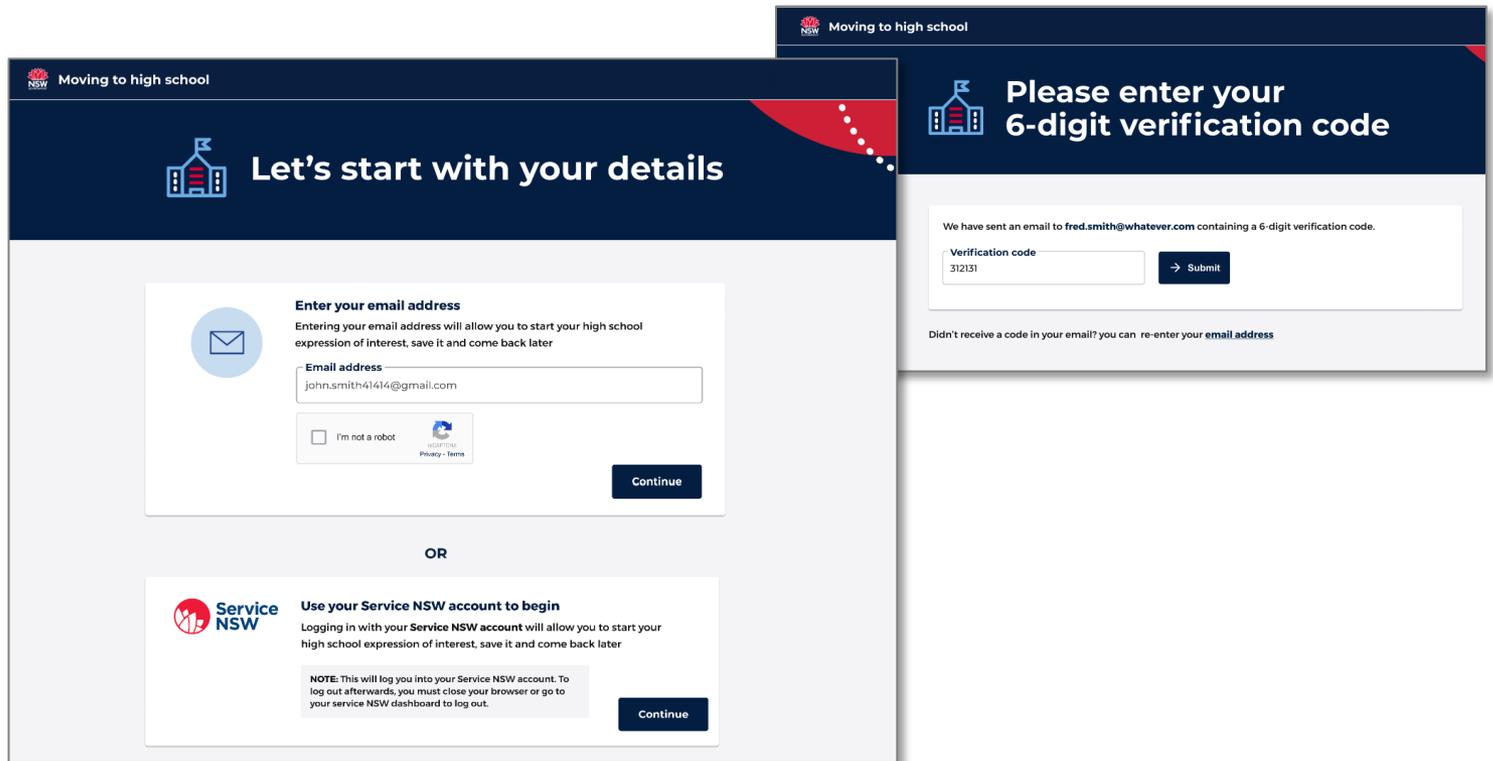
I agree to the privacy agreement

← Back → Proceed

Moving to High School: Steps for Parents

Signing-in

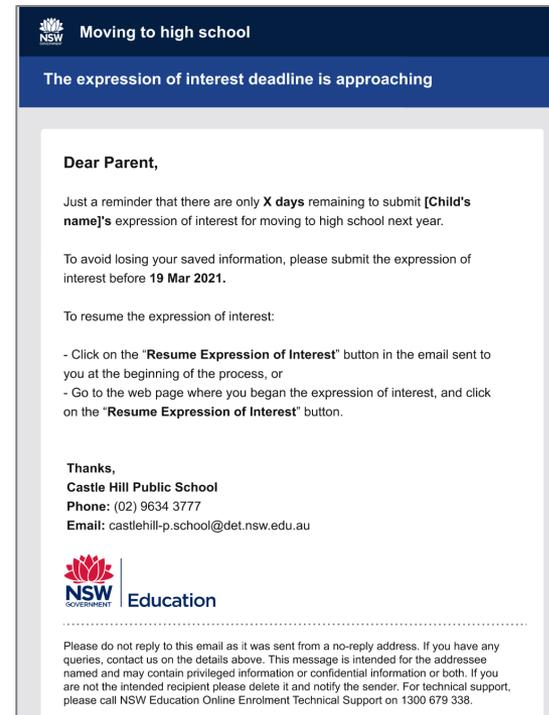
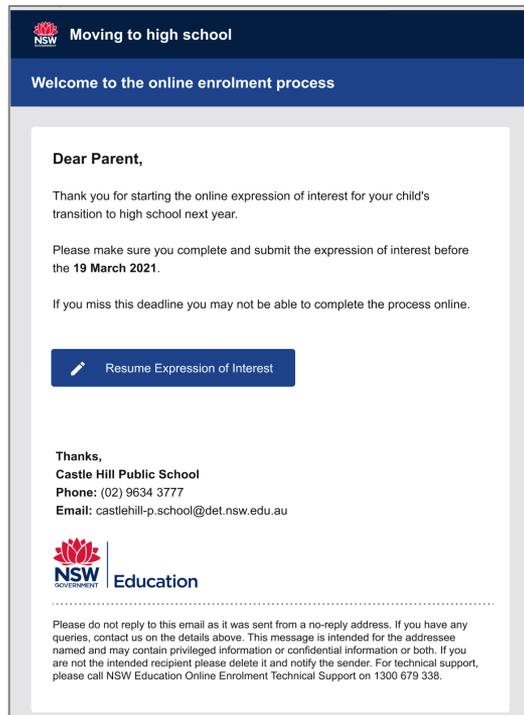
- You will need to sign-in using either your email address or Service NSW details.
- You will then need to enter the 6-digit verification code sent to your email address.



Moving to High School: Steps for Parents

Email

- Upon signing-in, you will receive an email, so that you may resume your expression of interest later if you are unable to complete it in one sitting.
- If the you do not resume the expression of interest, it will expire on the 19 March 2021, which is the last day to submit expressions of interest for Year 7 2022.



Moving to High School: Steps for Parents

Online expression of interest form

- Now that you have logged-in, you can start filling in the details for the online expression of interest form.
- If you have indicated you are only interested in your child attending their local high school, you will have just 3 sections: Student details; Parent/carer details; and Review & Submit.
- If you are expressing interest in any out-of-area schools, there will be an additional section/s to capture the Considerations for each out-of-area school.

The screenshot shows the 'Student details' section of the 'Moving to high school' form. The progress indicator on the left shows three steps: 1. Student details (active), 2. Parent/carer details, and 3. Review & Submit. The main content area contains the following fields:

- Student details**
 - Student's first name: Charlie
 - Student's middle name: (empty)
 - Student's family name: Smith
 - John's date of birth: 22nd Jun 2011
 - John's gender: Male, Female

A 'Save & continue' button is located at the bottom right.

The screenshot shows the 'Student details' section of the 'Moving to high school' form, but with an additional section for out-of-area schools. The progress indicator on the left shows six steps: 1. Student details (active), 2. Parent/carer details, 3. Cumberland High School considerations, 4. Crestwood High School considerations, 5. Model Farms High School considerations, and 6. Review & Submit. A red box highlights steps 3, 4, and 5. The main content area contains the following fields:

- Student details**
 - Student's first name: Charlie
 - Student's middle name: (empty)
 - Student's family name: Smith
 - John's date of birth: 22nd Jun 2011
 - John's gender: Male, Female

A 'Save & continue' button is located at the bottom right. A red arrow points from the text 'additional section/s' in the list above to the highlighted section in this screenshot.

Moving to High School: Steps for Parents

Online expression of interest form

- The first section of the form is the 'Student details' section.
- **Fields are mandatory unless '(optional)' is displayed underneath.**

NSW Moving to high school

Student details

Let's start with some basic details of the student. This information is used by your nominated high school(s) to identify the student when processing the expression of interest.

Student details

Student's first name
Charlie

As it is shown on the birth certificate

Student's middle name
(optional)

Student's family name
Smith

John's date of birth
22nd Jun 2011

John's gender
 Male
 Female

Save & continue

PRIVACY
Privacy Legislation

TECHNICAL SUPPORT
Use our contact form
Phone 1300 679 338
Monday - Friday, 7:30am - 6:00pm

Moving to High School: Steps for Parents

Online expression of interest form

- Each section will turn green (with a tick) once all the mandatory fields for that section are complete.
- You must include the details of the parent who is completing the expression of interest only.
- A second parent can be added when the enrolment form is being completed. This will happen later in the year, after you have received confirmation of placement at your local high school or when you accept an offer from an out-of-area high school

Parent/carer details

Enter the details of the parent/carer completing this expression of interest on behalf of the student. We use this information to contact you through the process.

Parent/carer details

Relationship: Father

e.g. mother, father

Title: Mr

First name: John

Family name: Smith

Contact email: john.smith41414@gmail.com

John's contact number 1: Mobile
Add at least one contact number for John

Phone number type: Mobile

Enter number: 0410 234 123

Comments (optional): e.g. best time to call

John's contact number 2: Home

Phone number type: Home

Enter number: 98173132

Comments (optional): e.g. best time to call

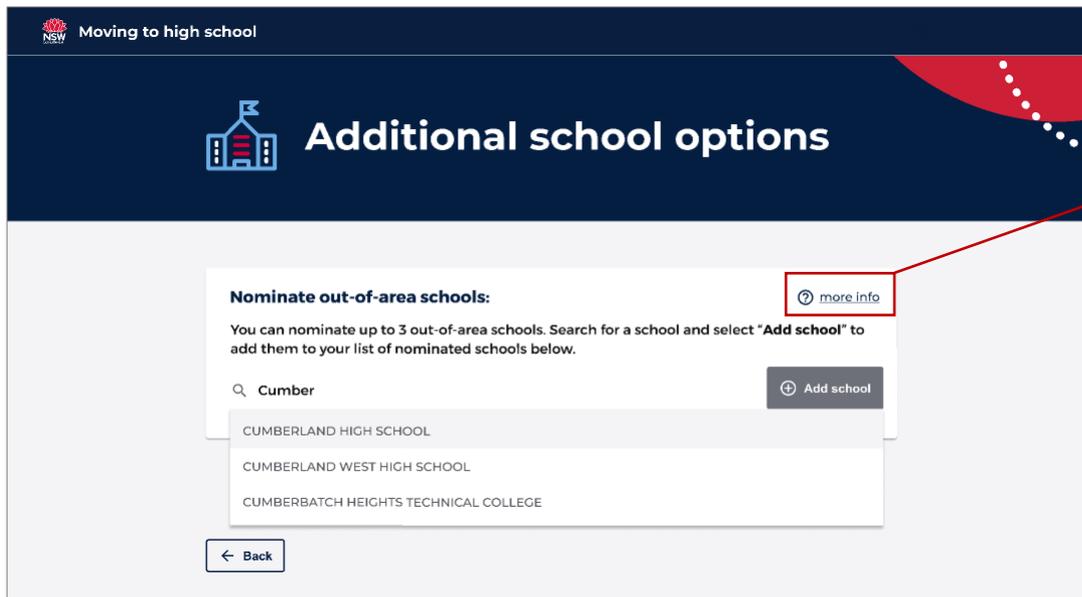
Add another contact number

Save & continue

Moving to High School: Steps for Parents

Selecting out-of-area (OoA) schools

- You can select up to 3 out-of-area schools. The field uses predictive text, so once you start typing, schools will auto-fill in the menu below.
- If you click on ‘ more info’, there is a pop up to give more detail about the out-of-area process.



Schools may only accept out-of-area enrolment applications if places are available within their enrolment cap.

The enrolment cap is the number of students that can be enrolled based on the school's permanent accommodation. A school at or near its cap may not accept applications for out-of-area students, unless there are exceptional circumstances.

Additional information for parents is available to explain the current policy.

How nominated schools work

If your child is not offered a place at your Choice 1 school, they will be considered for placement at your Choice 2 school, then at your Choice 3 school, if applicable.

If your child is offered a place at one of your listed school preferences, you will not receive an offer from any other school that is lower in preference.

If no place is available at any of the schools you have requested, your child is entitled to a place in their local high school

Moving to High School: Steps for Parents

Error Message: Adding your local school in the out-of-area process

- If you mistakenly try to add your child's local school in the out-of-area nomination section, there will be an error message to explain the correct process for choosing your local school.

The screenshot shows a web interface titled "Additional school options" with a school icon. Under the heading "Nominate out-of-area schools:", there is a "more info" link and instructions: "You can nominate up to 3 out-of-area schools. Search for a school and select 'Add school' to add them to your list of nominated schools below." A search bar contains "Rooty Hill High School" with a red error icon to its right. A grey "Add school" button is next to the search bar. Below the search bar, a message box with a red error icon states: "Rooty Hill High School is your local school. Your child is already entitled to a place at this school, if you no longer want to nominate any out-of-area schools, select the back button to change your preference. Otherwise, please clear the field and enter a different school." At the bottom, there are "Back" and "Proceed" buttons.

Moving to High School: Steps for Parents

Confirming out-of-area choices

- Once you have added all your out-of-area choices, you will be able to adjust the preference order using the arrows to the right-hand side.
- Then will click on 'proceed' to confirm your choices.

The screenshot displays the 'Additional school options' page. At the top, there is a dark blue header with a school icon and the title 'Additional school options'. Below this, the main content area is light grey. A white box contains the 'Nominate out-of-area schools:' section, which includes a search bar with the placeholder 'remove a school to keep searching' and an 'Add school' button. Below the search bar, the 'Your nominated schools:' section lists three schools in a numbered order: 1. Cumberland High School, 2. Crestwood High School, and 3. Model Farms High School. Each school entry has an upward arrow and an 'X' icon for reordering or removal. At the bottom of the main content area, there are 'Back' and 'Proceed' buttons. A white dialog box with a blue checkmark icon is overlaid on the right side, asking 'Are you happy with these school choices?'. It includes a 'Please note' section stating that school choices and their order cannot be modified after proceeding. The dialog has 'Cancel' and 'Confirm choices' buttons.

Moving to High School: Steps for Parents

Out-of-area considerations

- When completing an application for an out-of-area high school, you will either be able to select which criteria relevant to you or fill in a general information text box.
- For parents of students at Lake Cathie Public School please indicate this in the details against the recent change in the local intake area boundaries with details as follows:

“My child is a student at Lake Cathie Public School”

The screenshot displays the 'Moving to high school' online enrolment system interface. The top navigation bar includes the NSW logo and the text 'Moving to high school'. The main heading is 'School 1 considerations'. On the left, a progress indicator shows four steps: 'Student details', 'Parent/carer details', 'Hastings Secondary College, Port Macquarie Campus considerations' (which is highlighted), and 'Review & submit'. The main content area is titled 'Hastings Secondary College, Port Macquarie Campus considerations'. Below the title, a paragraph explains that the school assesses out-of-area enrolments based on specific criteria and asks parents to provide details. The form contains several checkboxes: 'Siblings already enrolled at the school', 'Safety and supervision of the student before and after school', 'Recent change in the local intake area boundaries' (which is checked), 'Medical reasons', and 'Compassionate circumstances'. A text box labeled 'Provide details' is associated with the checked option, containing the text: 'When making a decision, the school may ask for more information, supporting documents, or arrange an interview.' At the bottom of the form, there are 'Back' and 'Proceed' buttons.

Moving to High School: Steps for Parents

Final step – review and submit

- The final step is to review your responses and complete the tick-box declaration at the end.
- If you are applying for out-of-area schools this would also be displayed in the review.

Review & submit

Please review your expression of interest details below. If you need to make any changes, simply click on "Edit" next to the details you need to change.

Student details Edit

First name Charlie	Family name Smith
Date of birth 08 April 2011	Gender Male

Parent/Carer details Edit

First name John	Family name Smith
Email address john.smith@gmail.com	
Phone number type Mobile	Contact number 0404141414
Comments none	

Residential address

Residential address
56 Sherbrooke St Rooty Hill NSW 2766

Local school choice

Chosen local school
Rooty Hill High School

Declaration

I have read and understand the information in this expression of interest including about the collection of personal information, publishing student information and student access to the department's network and learning applications.

Where I have given personal information about people other than myself or my child(ren) I have done so with their authorisation.

I am aware that if information I have given is false or misleading, any decision made as a result of this expression of interest may be changed. I understand that any enrolments following this placement process will be subject to consideration and acceptance of an Application to enrol in a NSW Government school.

I consent to the school/Department of Education seeking information from previous schools, other NSW government departments, public hospitals, health professionals or other organisations that may also hold information related to this assessment for the student named in the "Student details" section.

Please complete the declaration below:

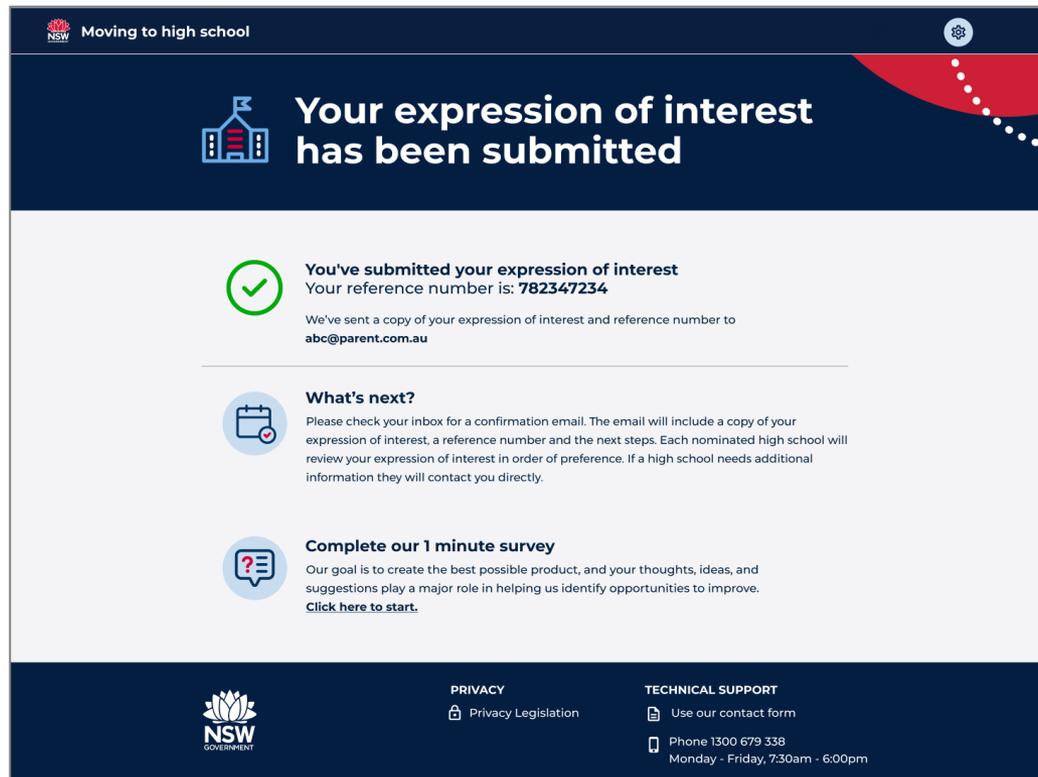
I, **John Smith** of **john.smith@gmail.com** declare that the information provided in this expression of interest is, to the best of my knowledge and belief, accurate and complete.

Save & continue

Moving to High School: Steps for Parents

Confirmation and reference number

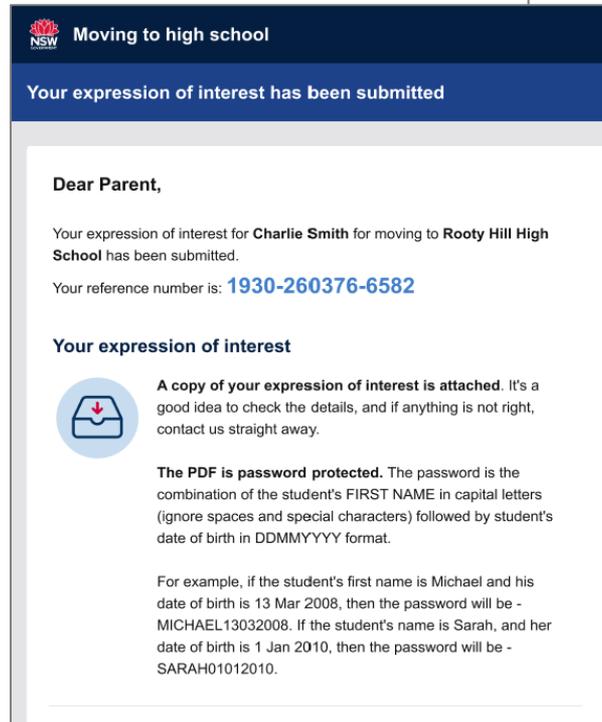
- Once the expression of interest is successfully submitted, a confirmation page with a reference number will display.



Moving to High School: Steps for Parents

Confirmation email

- You will receive a confirmation email.
- If your child is **only applying for their local school**, this email will include:
 - A reference number for your expression of interest
 - A password protected pdf copy of your expression of interest
 - Next steps and information about the types of documents that will be required for the enrolment process.



What's next?



After your expression of Interest has been processed, your child will be offered a place at **Rooty Hill High School**. The school will send you an 'Application to Enrol', which you should complete and return to them.

Original documents must be sighted by the high school to complete this application process. For example:

- Student's identity documents, e.g. birth certificate, passport
- Student's Immunisation History Statement
- Documents to verify the student's current residential address, e.g. residential lease, utility bills, council rates notice
- Student's passport, visa and travel documents (if the student is not an Australian citizen)

Also, bring any of the following documents as detailed in your application:

- Copies of medical/healthcare or emergency action plans
- Evidence of any disability or other support needs
- Copies of any family law or other relevant court orders
- Additional documents to verify the student's current residential address

Rooty Hill Public School

(02) 9634 3777
stlehill-p.school@det.nsw.edu.au

Education

Do not reply to this email as it was sent from a no-reply address. If you have any questions, please contact us on the details above. This message is intended for the addressee named and may contain privileged information or confidential information or both. If you are not the intended recipient please delete it and notify the sender. For technical support, please call the EdConnect support line on 1300 679 338.

Moving to High School: Steps for Parents

Confirmation email

- If your child is **expressing interest for out-of-area school/s**, this email will include:
 - A reference number for your expression of interest
 - A password protected pdf copy of your expression of interest.
 - A list of the schools that have been nominated, in order of preference.
 - Next steps about the out-of-area deliberation process.

Moving to high school

Your expression(s) of interest have been submitted

Dear Parent,

Your expression of interest for **Charlie Smith** for moving to high school has been submitted.

Your reference number is: **1930-260376-6582**

You have nominated the following schools, in order of preference:

- 1 Cumberland High School
- 2 Crestwood High School
- 3 Model Farms High School
- 4 Rooty Hill High School (*designated local high school*)

Your expression of interest form

A copy of your expression of interest is attached. It's a good idea to check the details, and if anything is not right, contact the primary school straight away.

The PDF is password protected. The password is the combination of the student's FIRST NAME in capital letters (ignore spaces and special characters) followed by student's date of birth in DDMMYYYY format.

For example, if the student's first name is Michael and his date of birth is 13 Mar 2008, then the password will be - MICHAEL13032008. If the student's name is Sarah, and her date of birth is 1 Jan 2010, then the password will be - SARAHO1012010.

What's next?

 The out-of-area high school(s) will be in touch after they have assessed on your expression of interest.

If the schools you have nominated require additional information or to arrange an interview before making a decision, they will let you know.

If you are successful at an out-of-area high school then the school will ask you fill an 'Application to Enrol', which you must complete and return to the out-of-area high school. If no place is available at any of the schools you have requested, your child will be placed in their local high school.

Thanks,
Castle Hill Public School
Phone: (02) 9634 3777
Email: castlehill-p.school@det.nsw.edu.au



Please do not reply to this email as it was sent from a no-reply address. If you have any queries, contact us on the details above. This message is intended for the addressee named and may contain privileged information or confidential information or both. If you are not the intended recipient please delete it and notify the sender. For technical support, please call the EdConnect support line on 1300 679 338.