



NORTHERN BEACHES SECONDARY COLLEGE

Manly Campus

Enrolment Policy

NBSC Manly Campus Enrolment Policy

Rationale

- To provide equity of opportunity and transparency of process for the filling of Years 8–11 enrolment vacancies
- To ensure that NBSC Manly Campus maintains optimum enrolments
- To ensure that the academic standards of the campus are met
- To ensure the wellbeing of potential enrolments.

Policy

The campus will maintain optimum enrolment figures depending upon resource levels, curriculum opportunities and vacancy levels.

Year 7

120 placements will be offered by the High Performing Students Unit to applicants who meet the required level of achievement in the Selective School test held in May of the previous year.

Years 8 – 11

Depending upon resource levels, curriculum opportunities and vacancies, limited places will be available to students who apply for enrolment using the Selective Schools Application for Enrolment in a NSW Selective School Years 8-12 package.

Enrolments will be offered for the following calendar year unless exceptional circumstances prevail. Individual placements will only be made after deliberation by the Selection Committee when alternative enrolment arrangements cannot be made.

Written applications must use the Selective Schools application form which can be downloaded from the High Performing Students Unit website. Please also include as much supportive evidence as possible with the application. Recent past reports, NAPLAN results, evidence of academic success in external competitions and other measurable examples of academic achievement are suggested as suitable inclusions.

A copy of the birth certificate or other documentation verifying the student's name on the application should be included. Evidence of Australian citizenship, permanent residency or New Zealand citizenship must be available, if requested, at application. Applicants who do not meet these requirements at the time of application but expect to do so in the near future are eligible to apply. Applicants who are unable to meet the residency requirements but believe there are extenuating circumstances applicable to their case, may apply.

Application dates are prescribed by the High Performing Students Unit each year. Application forms are available around mid-June each year with closing dates approximately mid- end of July. All applications, except for exceptional circumstances, must be received by the closing date. Exceptional circumstances usually, but not always, are for interstate or overseas arrivals, or documented conditions that explain why application dates could not be met.

Applications must be submitted to NBSC Manly Campus by post, and must be received by close of business (4pm) on the application closing date. Please note, applications will not be accepted by email. All applications will be acknowledged in writing by the school.

Year 8, 9, 10 and 11 applicants must sit for the Australian Council of Educational Research (ACER), Higher Ability Selection Test which will be held at the school on Saturday 5th August, commencing at 9:00am.

A non-refundable application fee must be paid to NBSC Manly Campus when the application is submitted. The administration fee pays for the setting and marking of the test by ACER and for the supervision of the test in August. A copy of the HAST Candidate Information Bulletin, which includes sample test questions, will be sent with the acknowledgement letter after payment of the administration fee.

Application fee – Payable by credit card via link <https://portal.schoolbytes.education/other-payment/1042> please select **Add item** and choose **HAST Test Application**, then **Pay Now**. Under payment type choose **Future Student**.

Payment can also be made by cheque to NBSC Manly Campus, or in person at the school administration office by credit card.

Applications with NBSC Manly Campus listed as 1st preference require an application fee of \$130.

Applications with NBSC Manly Campus listed as 2nd or 3rd preference require an application fee of \$50.

Any change of details in applications must be notified to the school.

School Process

1. A selection committee, including the principal, will consider the student's written application and supporting evidence, performance in the test and any other information provided to determine the academic merit of the application.
2. Depending on the committee's determination and the number of vacancies in a year, applicants will be offered a place, put on a reserve list or advised that the application has been unsuccessful. For senior students who are seeking enrolment in specialist courses, the Head Teacher of the subject may be consulted for advice.
3. Written advice will be provided to applicants only after the selection committee has finished assessing all applications.
4. Successful applicants must confirm their placement in writing and lodge all appropriate documentation pertaining to enrolment by the advised date. **Successful applicants will be required to show original documentation such as a *Certificate of Evidence of Australian Citizenship*, birth certificates or visas before enrolment can be finalised.**

Selective Education Unit Contact Details

Phone: 1300 880 367

Email: ssu@det.nsw.edu.au

Website link for more information:

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