



Burwood Girls High School

ENROLMENT PROCEDURE FOR STUDENTS APPLYING FOR YEAR 7, 2020 Timeline for Parents/Carers

DATE	ACTION BY	ACTION TO BE TAKEN
January – March 2019	<ul style="list-style-type: none"> Parents Students 	Attend open days/information sessions at high schools of interest. The Year 6 Information Evening at Burwood Girls High School is on Monday 4 March 2019, 7 pm , in the school hall, followed by Tour of the School on Thursday 7 March, starting at 9 am.
From early March 2019	Parents	<p>GOVERNMENT PRIMARY SCHOOLS will automatically distribute the Moving into Year 7 in a NSW government school in 2020 (PDF 1469KB) booklet to parents in March. This booklet contains the <i>Expression of Interest - Placement in Year 7, 2020 at a NSW Government School</i> form. Translated forms are available from the Department of Education.</p> <p>If your child currently attends a NON-GOVERNMENT SCHOOL, obtain the <i>Expression of Interest</i> form from a nearby government primary school, OR download and print <i>EOI</i> from Moving into Year 7 in a NSW government school in 2020 (PDF 1469KB).</p> <p>Please note:</p> <ul style="list-style-type: none"> LOCAL students (in BGHS catchment area) will be able to enrol here. For NON-LOCAL students: <ul style="list-style-type: none"> If you want enrolment at BGHS we recommend that you list BGHS as Choice 1 in Section 'C' of the <i>EOI</i> form, 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 <i>Expression of Interest</i> form, addressing the 2020 BGHS enrolment criteria for non-local Year 7 students (see page 2 of this document). Please do not attach more than one page.
By NO LATER THAN 19 March 2019	Parents	<p>Government school student: Return completed <i>Expression of Interest for Placement in Year 7, 2020 in a NSW Government School</i> form to your government primary school.</p> <p>Non-government school student: Return completed <i>Expression of Interest for Placement in Year 7, 2020 in a NSW Government School</i> form directly to BGHS.</p>
No later than 29 May 2019 (Local applications)	<ul style="list-style-type: none"> Principal Parents 	<ul style="list-style-type: none"> BGHS will advise primary schools and parents of outcome of local applications. Parents will receive a <i>Student Enrolment Form</i> from BGHS, with a request to return completed form and further documentation directly to BGHS.
No later than 29 May 2019 (Non-Local applications)	Principal	<ul style="list-style-type: none"> Convene a placement panel to consider non-local enrolment applications (Deputy Principal, Year Adviser, Enrolment Officer, parent representative). Review Choice 1 <i>Expression of Interest</i> 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 <i>Student Enrolment Form</i> and further documentation, directly to BGHS. Waiting list formed.
From 6 September 2019	Principal	Send an acceptance letter to all successful students. Letter includes information regarding family interviews, Orientation Day, etc.
31 October – 8 November 2019	<ul style="list-style-type: none"> BGHS staff Students Parents 	<p>All successful students and their parents are required to attend a family interview. BGHS will organise an interview time with parents/students, during school time, from Thursday 31 October to Friday 8 November.</p> <p>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.</p>
Tuesday 3 Dec 2019	<ul style="list-style-type: none"> Students Parents 	BGHS Orientation Day for all accepted Year 6 students and parents, 9am in School Hall.



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CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS FOR YEAR 7, 2020

- Sibling (still enrolled for 2020)
- Demonstrated skills and talents in:
 - ❖ Music / band
 - ❖ Choir / singing
 - ❖ Dance / drama
 - ❖ Academic
 - ❖ Sport
 - ❖ Leadership
 - ❖ Public speaking
 - ❖ Languages
 - ❖ Creativity in Visual Arts / Coding / Programming
- Close Proximity to school
- Parent currently involved with the school