

Local enrolment area

Most schools have designated local enrolment areas.

The schoolfinder.education.nsw.gov.au/ shows our local enrolment area. Note: local enrolment areas are subject to change. The majority of the Coffs Harbour Senior College enrolments are non local.

Non local enrolments

Students are able to apply for Non Local Expression of Interest (EOI) enrolment to our school.

A student is eligible to apply for Coffs Harbour Senior College as a non local enrolment if they:

- are a permanent resident of Australia or hold an authority to enrol issued by the Department of Education and
- are not under an unresolved suspension or expulsion from another NSW government school and
- provide a completed Non Local Expression of Interest (EOI) form accompanied by specified documentation as outlined below, including evidence of an attitude and commitment to learning that is positive in character.

For more information about non local enrolment in Year 11 and Year 12 at our school, please read the following sections of this page.

Enrolment procedures for non local enrolment - Year 11 2025

The expression of interest process for non local enrolment in 2025 is open on the 5th of August,2024

The school opens applications for non local enrolments by the start of Term 3 Week 3 each year for the following calendar year. Those who reside outside the local enrolment area schoolfinder.education.nsw.gov.au/ may lodge a Non Local Expression of Interest (EOI) for enrolment.

When they are available, please follow the process below to lodge your Non Local EOI Form for Year 11 2025.

Applicants must:

1. Pick up from the office or download the [Coffs Harbour Senior College Year 11 Non Local Expression of Interest \(EOI\) form.](#)

2. Complete the Coffs Harbour Senior College Non Local EOI form.

3. Provide copies of the following documents which are all necessary for an application to be considered:

- Include student NESA**
- Proof of parent/carer's residential address.** (e.g. current council rates notice, residential lease, electricity account, statutory declaration etc.)
- Birth Certificate or identity documents.** (e.g. current Passport)
- Latest School Report or equivalent.** (e.g. Year 10 Half Yearly Report for new Year 11 applications)
- Subject selection page.**
- Vocational Education and Training (VET) Student Enrolment Agreement** CHSC delivered (completed and signed if applicable) Ensure to include your **USI number** on the form.
- TVET Expression of Interest Form.** TAFE delivered (completed and signed if applicable) Ensure to include your **USI number** on the form.
- If there are any fees/costs, would you like these split with the nominated other parent?**
- Student Personal Profile completed**
- Student Personal Commitment** signed by student and parent/carer

Are there family law or other relevant court orders?

- YES** Please provide copies

Does the student have health, disability or other support needs? Please provide current

- Medical/healthcare or emergency action plans
- Evidence of any disability
- Other support needs, including any learning and support plans.

Non Australian Citizens OR Temporary Visa Holders. Please refer to the Checklist on page 15 of the Application form for documents required.

4. Lodge the completed Year 11 Non Local EOI form with the school office in person **ONLY** once enrolments are open from the 5th of August 2024

or

Post to Coffs Harbour Senior College, using the following details:

Attn: Enrolment Officer

Coffs Harbour Senior College

363 Hogbin Drive Coffs Harbour NSW 2450

If the application is posted to the school, a receipt will be emailed back to the parent/carer.

No email forms will be accepted.

If there are any questions about the application, a staff member will contact the parent carer to address the concern so that the application can be resubmitted to the committee for consideration.

All Expressions of Interest forms lodged will be reviewed by the enrolment committee. Each year the college will interview well over 300 applicants and will look at availability of subjects. The committee will assess applications for non-local enrolment on a case-by-case basis.

Before enrolment can be finalised, an enrolment interview must be conducted.

Key dates for non local enrolment for Year 11 2025

- Non Local Expression of Interest Enrolment forms and lines available – Saturday the 3rd of August 2024
 - Open Day Saturday the 3rd of August 2024
 - Non Local Expressions of Interest for Year 11 2025 opens 5th August 2024.
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Enrolment procedures for non local enrolment - Year 12 2025

The school opens applications for non local enrolments from the 5th of August. During this enrolment period, those who reside outside the **school drawing area** may lodge a Non Local Expression of Interest (EOI) for enrolment.

Applicants must:

1. Pick up from the office or download the **Coffs Harbour Senior College Year 12 Non Local Expression of Interest (EOI) form.**
2. Complete the Coffs Harbour Senior College Non Local Expression of Interest (EOI) form.
3. Provide copies of the following documents which are all necessary for an application to be considered:

- Include student NESA**
- Proof of parent/carer's residential address.** (e.g. current council rates notice, residential lease, electricity account, statutory declaration etc.)
- Birth Certificate or identity documents.** (e.g. current Passport)
- Latest School Report or equivalent.** (e.g. Year 10 Half Yearly Report for new Year 11 applications or Year 11 Half Yearly Report for Year 12 applications)
- Subject selection page.**
- Vocational Education and Training (VET) Student Enrolment Agreement** CHSC delivered (completed and signed if applicable) Ensure to include your **USI number** on the form.
- TVET Expression of Interest Form.** TAFE delivered (completed and signed if applicable) Ensure to include your **USI number** on the form.
- If there are any fees/costs, would you like these split with the nominated other parent?**
- Student Personal Profile completed**
- Student Personal Commitment** signed by student and parent/carer

Are there family law or other relevant court orders?

- YES** Please provide copies

Does the student have health, disability or other support needs? Please provide current

- Medical/healthcare or emergency action plans
- Evidence of any disability
- Other support needs, including any learning and support plans.

Non Australian Citizens OR Temporary Visa Holders. Please refer to the Checklist on page 15 of the Application form for documents required.

4. Lodge the completed Non Local EOI form with the Coffs Harbour Senior College office from the 5th of August or post.

No email forms will be accepted.

Key dates for non local enrolment in Year 12 2025

- Non Local Expression of Interest Enrolment forms available – 3rd of August 2024
- Open Day – Saturday the 3rd of August 2024
- Applications open from the 5th of August 2024

Local enrolments

A student is eligible to apply for local enrolment at Coffs Harbour Senior College if they:

- are a permanent resident of Australia or hold an authority to enrol issued by the Department of Education and
- are not under unresolved suspension or expulsion from another NSW government school and
- reside within the designated drawing area schoolfinder.education.nsw.gov.au/ and
- Provide a completed Local Expression of Interest (EOI) form accompanied by adequate documentation as outlined below.

Enrolment procedures for local enrolment

Applicants must:

1. Pick up from the office or download the **Coffs Harbour Senior College Local Expression of Interest (EOI) form.**

2. Complete the Coffs Harbour Senior College Local Expression of Interest (EOI) form.

3. Please submit your form with the following documents:

- Include student NESA**
- Proof of parent/carer's residential address.** (e.g. current council rates notice, residential lease, electricity account, statutory declaration etc.)
- Birth Certificate or identity documents.** (e.g. current Passport)
- Latest School Report or equivalent.** (e.g. Year 10 Half Yearly Report for new Year 11 applications or Year 11 Half Yearly Report for Year 12 applications)
- Subject selection page.**
- Vocational Education and Training (VET) Student Enrolment Agreement** CHSC delivered (completed and signed if applicable) Ensure to include your **USI number** on the form.
- TVET Expression of Interest Form.** TAFE delivered (completed and signed if applicable) Ensure to include your **USI number** on the form.
- If there are any fees/costs, would you like these split with the nominated other parent?**
- Student Personal Profile completed**
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Are there family law or other relevant court orders?

- YES** Please provide copies

Does the student have health, disability or other support needs? Please provide current

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- Other support needs, including any learning and support plans.

Non Australian Citizens OR Temporary Visa Holders. Please refer to the Checklist on page 15 of the Application form for documents required.

4. The school will contact you when we get to the enrolment stage, which may take some time.

Distance Education

Distance education is an equity program for students who are geographically isolated or whose individual circumstances prevent them from regularly attending school. Students must meet one of the conditions in the [Distance Education Enrolment Procedures](#) to be eligible to access this program as a full-time student.

Distance education schools also provide single subjects for students in Years 9 to 12 to enhance curriculum choice. Please [contact us](#) for details.

For more information about educational opportunities in rural areas, visit [Rural and distance education](#).

International student visa holders

More information regarding international students wishing to apply to enrol at our school can be found [here](#).

Temporary visa holders

Contact: 1300 300 229. Following the issue of an Authority to Enrol, follow the procedures outlined above for Australian Residence enrolment.

Appeals

Where a parent/carer wishes to appeal the decision of the enrolment committee, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter in line with the school policy. If the matter is not resolved at the local level, the Director Educational Leadership will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria in the school policy have been applied fairly.