

# Years 8 to 12 entry to selective high schools in 2024

## Supplementary information and sample documents for boarder agricultural high schools

It is the responsibility of all boarder agricultural high schools to inform parents of applicable boarder fees and charges or exemptions (if relevant). The school is also responsible for all invoicing and ensuring that fees are paid on time and in full.

### Important dates

Date	What happens
June 2023	Application information and application form emailed to selective high schools
20 June 2023	Application information and application form published on High Performing Students Team website
21 July 2023	Closing date for applications to be sent to selective high schools
August-September 2023	Assessments conducted. Selection committees meet and consider applications
September-October 2023	Parents advised of placement outcomes.
October-November 2023	Reviews conducted and parents advised of outcome

# Priority for entry to boarder agricultural high schools

Priority for boarder placement in boarder agricultural high schools can be given to geographically isolated students and then to other rural students. Some priority should also be given to students who would have to travel extensively to study agriculture. The academic merit of boarders admitted to boarder agricultural high schools on the basis of isolation must be comparable to that of other boarders and day students at the school. For boarder placement, extra consideration can be given to students who have brothers or sisters already attending the school, at the discretion of the selection committee. Priority for boarder placement is decided in the following categories:

A. Those students considered 'geographically isolated' according to the Assistance for Isolated Children (AIC) Scheme. (For further details see the information about Assistance for Isolated Children) at: <http://www.humanservices.gov.au/customer/services/centrelink/assistance-for-isolated-children>.

This includes students who satisfy any ONE of the following rules:

- The 16 kilometre rule: The student is eligible if the distance from the principal family home to the nearest appropriate public school is at least 16 kilometres and the distance to the nearest available transport service to this school is at least 4.5 kilometres OR
- The 56 kilometre rule: The student is eligible if the distance from the principal family home to the nearest appropriate public school is at least 56 kilometres via the shortest practical route OR if there is a school transport service available within 4.5 kilometres of the family home, the distance to the transport pick-up point and then to the school via the transport service must be at least 56 kilometres OR
- Three hour rule: The student is eligible if the travel time for the return journey between home and school is at least 3 hours OR
- Special conditions: The student is eligible if any of the above rules or any other special conditions such as impassable roads prevent the student from attending school on at least 20 school days in the year. To qualify for this criterion the applicant must provide a statement from the school showing dates of absences caused by such conditions in previous years for either the student, a sibling or a neighbouring student.

B. Country students (those living outside Sydney, Newcastle and Wollongong) with a demonstrated commitment to agriculture and science who would have to travel at least three hours a day (return) to attend a government school offering agriculture in Years 8 to 10.

C. Other country town students with a demonstrated commitment to agriculture and science who would have to travel at least three hours a day (return) to attend a government school offering agriculture in Years 8 to 10.

D. City students (those living in Sydney, Newcastle and Wollongong) with a demonstrated commitment to agriculture and science who would have to travel at least three hours a day (return) to attend a government school offering agriculture in Years 8 to 10.

E. Other city students will be considered on the same basis as applicants for day places and will be prioritised on the basis of academic merit.

Note: The student's ability to cope in a boarder situation can be taken into consideration. Within categories A, B and C, students will be prioritised according to the length of travel time (excluding time spent waiting for transport) and academic merit. If applying for a boarding place parents should complete all of the boarder agricultural school section on the application form including:

- isolation factors
- interest in agriculture
- ability to cope in a boarder situation.

In addition to satisfying residency requirements and other conditions for entry, enrolment as a boarding student is subject to the provision of a medical report for the student and the submission of a signed Residential student agreement from the school.

Note: For Farrer Memorial Agricultural High School and Hurlstone Agricultural High School, a student successful in gaining a boarder placement cannot later be automatically transferred to a day student place, as the placement process is different for boarder and day places. Parents who wish to change from a boarder to a day place must apply for placement along with other students applying for placement in the following year.

## Fees

You should attach a schedule of fees to the 'Directions to parents for completing documentation' letter.

Parents must pay fees in full according to the Residential student agreement.

# Sample documents for boarder placement

## Offer of a boarder place

Dear

I am pleased to offer

a place as a boarder student in Year

at Agricultural High School in 2024.

If you wish to accept this offer please complete the attached forms (listed below) and return them to me within 14 days of the date of this letter:

- Response to offer form
- Residential student agreement.
- Student medical history.

Enclosed is an information sheet entitled Directions to parents for completing documentation, which provides further information.

If you accept this offer you will be sent an 'Authority to attend'.

At the time of enrolment you will be required to show:

- proof that the student is a citizen or permanent resident of Australia or a citizen of New Zealand, e.g. birth certificate and visa or other relevant document
- originals of photocopied documents attached to application forms, if applicable.

If you cannot get a medical practitioner to complete the Student medical history form immediately, you must complete and return the other forms and then forward the Student medical history form as soon as possible. You must return the Response to offer and Residential student agreement within the specified time, or the place may be offered to the next student on the reserve list.

Even if you wish to decline the offer, please return your Response to offer promptly so that the next person on the reserve list can be notified without delay.

Yours sincerely Principal (Date)

### *NOT FOR PUBLICATION*

*Principals please note that the Authority to attend applicable for boarder entry is identical to that required for entry to a day place. A letter template is available in the 'Years 8 to 12 entry to selective high schools in 2024 - Information for principals of selective high schools'.*

# Directions to parents for completing documentation

Parents must complete the enclosed forms and return them to the principal by the due date.

## 1. Response to offer form

Complete the Response to offer form and return it to the school at the address shown on the offer letter.

## 2. Residential student agreement

If you accept enrolment you must complete and sign the Residential student agreement. Your signature must be witnessed and the home address of the witness recorded. Then return the agreement with your Response to offer form.

## 3. Student medical history

Please ensure that you complete Section 1 of the Student medical history form and that the doctor who examines your child completes and signs the Certificate of medical practitioner (Section 2). As indicated on the NSW Department of Education website, when enrolling the student, you will be asked to give the school an Immunisation History Statement or the NSW Health Immunisation Certificate which indicates the student's immunisation status.

[https://education.nsw.gov.au/public-schools/practical-help-for-parents-and-carers/quick-guide-for-parents#Immunisation\\_18](https://education.nsw.gov.au/public-schools/practical-help-for-parents-and-carers/quick-guide-for-parents#Immunisation_18).

If you cannot produce proof of immunisation you will not be prevented from enrolling. However, under the Public Health (Amendment) Act 1992, children for whom proof of immunisation has not been provided may be asked to stay at home during an outbreak of a vaccine-preventable disease. If you still want to enrol but the medical requirements have not yet been met, you should complete the Response to offer form and return it immediately together with the completed Residential student agreement. You should then arrange for your child to have the necessary injection(s) and/or tests as a matter of urgency. Send the completed Student medical history form to the school as soon as possible. Please note that unnecessary delay could deny another student an early offer for enrolment at an agricultural high school.

## 4. Boarder fees

Attached is a schedule of fees applicable for 2024. Fees must be paid in full by the due date. The school may also charge an application fee, payable on acceptance of a boarder place. This amount is deducted from the fees when the student enrolls but is forfeited if the student is withdrawn after accepting a place. Tuition is free but a general school and subject materials contribution is requested to cover the purchase of materials in certain key learning areas and to cover costs associated with sports or excursions.

# Response to offer form

Student's family name:

Other names:

Agricultural high school offered:

Year of entry in 2024 (e.g. Year 8):

(Please tick the appropriate box)

I wish to accept enrolment as a boarder student.

I do not wish to accept enrolment as a boarder student.

I have enclosed with this Response to offer form:

a signed Residential student agreement.

a completed Student medical history.

I understand that, in accepting the offer, I agree to pay the scheduled fees and charges prior to the commencement of each school term.

Parent's name:

Parent's signature:

Please complete this form and return it to the principal at the address shown on the offer letter by [date].

# Residential student agreement template

[Name]

(School)

[Name(s)]

(Parent(s)/Carer(s))

[Name]

(Student)

## Note to Parents:

Please read the whole of the document carefully and ensure that you understand it, including your repayment obligations. You may wish to seek independent advice.

Please do not make any changes to this document. Please let the School know if you want to propose any changes.

## Schedule:

<b>Item 1</b>	Details of the Student Name: _____ SRN: _____
<b>Item 2</b>	Details of the Parent(s)/Carer(s) Name: _____ Address: _____ Email: _____ Phone: _____  Name: _____ Address: _____ Email: _____

	<p>Phone:</p> <p>(the persons above are collectively referred to as <b>Parent</b> in this Agreement)</p>															
<b>Item 3</b>	<p><b>Start date</b> means [<i>insert relevant date</i>]</p>															
<b>Item 4</b>	<p><b>Boarding Fees</b> means the following fees, charges and disbursements for the first year of this Agreement.</p> <p>[<i>Insert schedule including descriptions and amounts. This should not include the Security Deposit.</i>]</p> <table border="1" data-bbox="367 560 1308 795"> <thead> <tr> <th data-bbox="367 560 1037 616">Description</th> <th data-bbox="1037 560 1308 616">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="367 616 1037 660"></td> <td data-bbox="1037 616 1308 660"></td> </tr> <tr> <td data-bbox="367 660 1037 705"></td> <td data-bbox="1037 660 1308 705"></td> </tr> <tr> <td data-bbox="367 705 1037 750"></td> <td data-bbox="1037 705 1308 750"></td> </tr> <tr> <td data-bbox="367 750 1037 795"></td> <td data-bbox="1037 750 1308 795"></td> </tr> </tbody> </table> <p>[<i>Discount for payment in advance</i>]</p> <p>The Boarding Fees for each year following the first year of this Agreement will be provided to the Parent in Term 4 of the preceding year.</p>	Description	Amount													
Description	Amount															
<b>Item 5</b>	<p><b>Security Deposit</b></p> <p>[<i>Insert security deposit amount</i>]</p>															
<b>Item 6</b>	<p><b>Payment Schedule</b></p> <table border="1" data-bbox="367 1209 1364 1433"> <thead> <tr> <th data-bbox="367 1209 582 1265">Date</th> <th data-bbox="582 1209 1069 1265">Description</th> <th data-bbox="1069 1209 1364 1265">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="367 1265 582 1310"></td> <td data-bbox="582 1265 1069 1310"></td> <td data-bbox="1069 1265 1364 1310"></td> </tr> <tr> <td data-bbox="367 1310 582 1355"></td> <td data-bbox="582 1310 1069 1355"></td> <td data-bbox="1069 1310 1364 1355"></td> </tr> <tr> <td data-bbox="367 1355 582 1400"></td> <td data-bbox="582 1355 1069 1400"></td> <td data-bbox="1069 1355 1364 1400"></td> </tr> <tr> <td data-bbox="367 1400 582 1444"></td> <td data-bbox="582 1400 1069 1444"></td> <td data-bbox="1069 1400 1364 1444"></td> </tr> </tbody> </table>	Date	Description	Amount												
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<b>Item 7</b>	<p><b>Policies and Procedures</b> mean the documents shown in Appendix A to this Agreement and as updated or replaced from time to time.</p> <p>To be clear a reference to 'student' in the Policies and Procedures is to be read as a reference to the student in Item 1 of this Agreement.</p>															



# Residential student agreement

## Parties

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The State of New South Wales by its Department of Education through [Insert School Name] (the **School**)

and

The parent(s)/carer(s) named in the Schedule (the **Parent**)

## General terms

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### 1. Term

This Agreement commences on the Start Date and will continue until terminated under clause 5 (the **Term**).

### 2. The School's obligations

- 2.1. **(Residential Services)** The School will provide the Residential Services to the Student for the Term. The Residential Services are the goods and services described in the School's Handbook, including boarding accommodation, meals, and associated services.
- 2.2. **(Communication with Parent)** The School will communicate with the Parent about the Student in accordance with relevant policies and procedures.
- 2.3. **(Refund of Security Deposit)** If the School is satisfied, acting reasonably, that the Parent has complied with all its obligations under this Agreement, and has rectified all loss caused by the Student in connection with this Agreement, the School will refund the balance of the Security Deposit within a reasonable period after this Agreement ends.

### 3. The Parent's obligations

- 3.1. **(Communication with School)** The Parent will:
  - (a) **(contact details)** ensure the School is provided with current contact details (including contact details for all nominated emergency contacts)
  - (b) **(consents and permission)** provide any consents required by the School or notify the School if consent or permission will not be provided
  - (c) **(response to contact and meetings)** promptly respond (where required) to any contact or communication from the School and participate in meeting requested by the school; and
  - (d) **(collection of Student)** promptly collect the Student from the School, or make arrangements for collection, when requested by the School.
- 3.2. **(Student behaviour)** The Parent will ensure the Student:
  - (a) understands the Policies and Procedures relating to conduct and behaviour; and
  - (b) is aware that non-compliance with these Policies and Procedures may result in

termination of this Residential Agreement.

To be clear, the Student must comply with these Policies and Procedures at all times when boarding at the School.

- 3.3. **(Boarding Fees)** The Parent must pay the Boarding Fees set out in Item 4 of the Schedule. This obligation is further described in clause 4 below.
- 3.4. **(Security Deposit)** The Parent must pay the Security Deposit set out in Item 5 of the Schedule. The Security Deposit may be applied against amounts owing by the Student or the Parent to the School. If the Security Deposit is applied, the Parent must pay to the School a further sum, within 30 days, sufficient to restore the Security Deposit.
- 3.5. **(Damage caused by Student)** The Parent is responsible for the costs of any damage caused by the Student. If the cost of the damage exceeds the Security Deposit, the Parent must pay this amount to the School within 30 days.
- 3.6. **(Supply of necessary items)** The School is not liable to supply the Student with any items other than as specified by the School. The Parent must supply all other items at their own expense.

#### **4. Boarding Fees**

- 4.1. **(Prompt payment required)** The Parent acknowledges that prompt payment of the Boarding Fees is required. The Parent must pay the Boarding Fees as set out in the Payment Schedule in Item 6 of the Schedule.
- 4.2. **(Consequence of non-payment)** The Department of Education reserves the right to issue a demand on the Parent, or commence legal proceedings, if the Boarding Fees are not paid when due.

*Note: Failure to pay the Boarding Fees when due may also result in termination of this Agreement. The Department will not enter into a subsequent Residential Student Agreement while Boarding Fees are outstanding.*

- 4.3. **(Payment of Boarding Fees by third party)** The Parent is liable for payment of the Boarding Fee, even if the Parent arranges for the Boarding Fees to be paid by a third party.
- 4.4. **(Joint and several liability of Parent)** If the Parent is more than one individual, each individual is jointly and severally liable for the Boarding Fees and any other debts which may accrue from time to time including but not limited to administration fees and any disbursements which the School must purchase for the benefit of the Student.

#### **5. Ending this Agreement**

- 5.1. **(Termination for convenience)** Either party may terminate this Agreement for any reason by providing at least 4 weeks' notice to the other party. To minimise disruption to the Student, the parties should ensure the ending of this Agreement coincides with the ending of a school term, where possible.
- 5.2. **(Termination for Default)** The School may terminate or suspend this Agreement immediately if an Event of Default occurs. An Event of Default means (whether or not caused by the Student or Parent):

- (a) **(non-payment)** the Boarding Fees are not paid when due; *The Department will not enter into a subsequent Residential Student Agreement while Boarding Fees are outstanding;*
  - (b) **(non-compliance)** the Parent breaches a term of this Agreement;
  - (c) **(student behaviour)** the Student does not meet the behavioural requirements set out in the Policies and Procedures; or
  - (d) **(enrolment)** the Student's enrolment at the School ceases.
- 5.3. **(School's rights)** The School's termination of the Agreement is without prejudice to its rights under the Agreement or at law. This includes rights to receive payment of any outstanding Boarding Fees.
- 5.4. **(Boarding Fees on early ending)** Upon termination of this Agreement, the Boarding Fees paid in advance are proportionally reduced by the time remaining in the school year.
- 5.5. **(Parent obligations on ending)** On the ending of this Agreement:
- (a) **(make good)** the residential accommodation must be left in good condition
  - (b) **(remove property)** all property of the Student must be removed; and
  - (c) **(rectification costs)** the cost of rectifying any damage caused by the Student must be paid,  
by the Parent.
- 5.6. **(Consequences of ending)** Termination of this Agreement will affect the Student's enrolment at the School. The School will provide all reasonable assistance to the Parent to arrange the Student's enrolment to another school.

If the Student wishes to become a Day Student, the Student can apply for a placement through the annual selective high school application process. Please note there is no guarantee that a place will be available for the Student.

## 6. General

- 6.1. **(Notice)** Any notice to the Parent under this Agreement will be sent to the Parent's home address or email address, as specified in Item 2 of the Schedule, or such other address as the Parent advises the School in writing from time to time. Any notice to the School under this Agreement must be sent to: *[insert email address]*. A notice sent will be deemed to have been received on the third business day after posting or first business day after email being sent.
- 6.2. **(Independent advice)** The Parent has had the opportunity to seek independent advice about this Agreement.
- 6.3. **(Joint and several liability)** If more than one person is identified in Item 2 of the Schedule, those persons are jointly and severally liable.
- 6.4. **(Severability)** If anything in this Agreement is unenforceable, illegal or void then it is severed and the rest of this Agreement remains in force.
- 6.5. **(Variation)** Any variation of this Agreement must be in writing and signed by the parties before it can take effect. This includes if there is a change in the person(s) identified in Item 2

of the Schedule.

- 6.6. **(Survival)** The terms of this Agreement survive its termination to the extent permitted by law.
- 6.7. **(Interpretation)** A provision of this Agreement must not be construed to the disadvantage of a party merely because that party was responsible for the preparation of this Agreement or the inclusion of the provision in this Agreement. Any reference to legislation is to be read as including any legislative provision replacing same.
- 6.8. **(Governing law and jurisdiction)** This Agreement is governed by the laws of New South Wales. Each of the parties irrevocably submits to the jurisdiction of the courts of New South Wales.

## Executed by the parties as an agreement

Signed by

)

)

)

.....  
Name of Parent

.....  
Signature of Parent

.....  
Date of signing

in the presence of:

.....  
Signature of witness

.....  
Name of witness

.....  
Address of witness

Signed by )  
)  
)

.....  
Name of Parent

.....  
Signature of Parent

.....  
Date of signing

in the presence of:

.....  
Signature of witness

.....  
Name of witness

.....  
Address of witness

Signed by the State of New South Wales )  
by its Department of Education through the )  
School by its authorised officer )  
)

.....  
Name of authorised officer

.....  
Signature of authorised officer

.....  
Date of signing

## Appendix A

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**Policies and Procedures (to access the current documents, refer to the [policy library](#) on the NSW Department of Education's website)**

Animal welfare policy  
Anti-racism policy  
Bullying of students – Prevention and response policy  
Drugs in schools policy  
Enrolment of students in NSW Government schools  
Environmental education policy for schools  
Excursions policy  
Homework policy  
Mentoring students policy  
Multicultural education policy  
Nutrition in schools policy  
School attendance policy  
School uniform policy  
Selective high school and opportunity class placement policy  
Selective high schools and opportunity classes information  
Sport and physical activity policy  
Student discipline in government schools policy  
Behaviour code for students  
Student discipline in government schools – support materials  
Suspension and expulsion of school students procedures  
Suspension and expulsion of school students procedures - information for parents  
Student health in NSW public schools: A summary and consolidation of policy  
Student use of digital devices and online services policy  
Work health and safety (WHS) policy

**Please return the completed form to the agricultural high school principal.**

# Student medical history

## Section 1 to be completed by parent

Student's family name: \_\_\_\_\_

Given names: \_\_\_\_\_

Date of birth: \_\_\_\_\_

School offered: \_\_\_\_\_

Gender: \_\_\_\_\_

Parents, please complete this form by writing the relevant information or ticking a box. Answer all questions. If the answer to any question is 'Yes', provide more details on the form (or attached if you need more space).

A medical practitioner should complete the certification in Section 2, commenting where applicable on any disability, behavioural or medical condition noted in Section 1.

Does the student suffer from any of the following conditions? (Please tick the relevant box)

1. Allergies     Yes     No

If 'Yes' please list all allergies including reaction to medication. \_\_\_\_\_

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2. Asthma     Yes     No

If 'Yes' please complete the following section and include an asthma management plan from your medical practitioner.

Current asthma medication: \_\_\_\_\_

Best peak flow when well: \_\_\_\_\_

Has the student been treated with cortisone for asthma in the past?     Yes     No

Date of last admission to hospital for the treatment of asthma was: \_\_\_\_\_

3. Epilepsy, fits or blackouts:  Yes  No. If 'Yes' please complete the following information.

Medication: \_\_\_\_\_

Date of last occurrence was: \_\_\_\_\_

4. Diabetes  Yes  No. If 'Yes' please complete the following information.

Insulin dependent?  Yes  No

Diet controlled?  Yes  No

Outline of current management: \_\_\_\_\_

\_\_\_\_\_

5. List operations and serious injuries: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. List any other illnesses the student has had: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Does the student wear glasses or contact lenses?  Yes  No

If 'Yes' what was the date of last eye examination?: \_\_\_\_\_

8. Does the student have a hearing problem?  Yes  No

If 'Yes' what was the date of last hearing test?: \_\_\_\_\_

9. Does the student wet the bed?  Yes  No

If 'Yes' how often in the last month?: \_\_\_\_\_

10. Please comment on any physical disability or mental health problem the student may have:

\_\_\_\_\_

\_\_\_\_\_

11. Please indicate any medication the student takes currently: \_\_\_\_\_

\_\_\_\_\_



12. Vaccinations Year(s) given:

- DTP (diphtheria/tetanus/pertussis [whooping cough]) x 5 doses \_\_\_\_\_
- Oral Sabin (poliomyelitis) x 4 doses \_\_\_\_\_
- MMR (measles, mumps and rubella) x 2 doses \_\_\_\_\_
- ADT (adult diphtheria/tetanus booster\*) x 1 dose \_\_\_\_\_
- (Optional) Hepatitis B x 3 doses at age 10 \_\_\_\_\_
- (Optional) Meningococcal C vaccination \_\_\_\_\_
- COVID-19 vaccination \_\_\_\_\_
- Other \_\_\_\_\_

\*Tetanus boosters are required every 10 years. The first booster is due at age 15.

I understand that enrolment in the boarder section of an agricultural high school will be approved only if my child has an appropriate management plan to cover any medical problems described in this form.

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone contact(s): \_\_\_\_\_

## Section 2 Certificate of medical practitioner

Please answer the questions below by writing the relevant information, circling a choice or ticking a box.

I have discussed the statement in Section 1 regarding

Student's name: \_\_\_\_\_

with his/her parent, guardian or carer: Mr/Mrs/Ms \_\_\_\_\_

and consider that he or she understands its content.

I certify that the above child has been immunised according to the parent's information on the previous page. (Please comment if you are unable to confirm the immunisation record.)

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Further, I certify that I have examined the above child today and consider that he or she:

has or has had a disability or condition that could restrict his or her entry as a boarder.

does not have or has not had a disability or condition that could restrict his or her entry as a boarder.

The relevant details regarding any disability or medical condition noted in Section 1 or from my medical examination today are:

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Medical practitioner's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**If the offer is accepted this completed form should be returned by the parent to the agricultural high school as soon as possible.**