



Penshurst Public School

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ENROLMENT PROCEDURES

Related Acts, Policies and Guidelines:

- The Education Act 1990
- Enrolment of students in NSW Government schools policy (1997, last updated 2021)
- General Enrolment Procedures: *Implementation document for Enrolment of Students in NSW Government School Policy (2019)*
- Legal Issues Bulletin No. 43: **Enrolment of students in government schools.**

Rationale

There needs to be clear and consistent procedures aligned to departmental policy in enrolling students at Penshurst Public School so that students and parents are treated equitably.

This policy has been formulated in consultation with the parent community, the teaching staff and the Director, Educational Leadership.

General Principles Governing Enrolment

Children are entitled to be enrolled at the government school that is designated for the local intake area within which the child's home is situated and that the child is eligible to attend.

Local intake areas are designated by the Secretary, Department of Education so that all compulsory school-age children in the state will be eligible to attend a government school.

- Parents may enrol their child in Kindergarten at the beginning of the school year if the child turns 5 years of age on or before 31 July in that year. The Education Act (1990) mandates that all children must be in compulsory schooling by 6 years of age.
- A student is considered to be enrolled when he or she is placed on the enrolment register of a school and accepted by the principal.
- A student should (unless there are exceptional circumstances) be enrolled in one school only at any given time.
- Parents may seek to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.
- Temporary resident enrolments are subject to specific procedures, eligibility criteria and assessments. Schools require an Authority to Enrol for temporary resident and international student enrolment which is issued by DE International and the Temporary Resident Program.
- Schools operate within enrolment caps and local enrolment buffer levels to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it. Monitoring and implementation of enrolment caps and local enrolment buffer levels will be in consultation with School Infrastructure NSW.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff, resourcing and permanent classroom accommodation.
- The policy and criteria should be expressed in plain English, and in community languages where necessary. It should be made clear what consideration will be given to each of the criteria.

Non-local placements will be considered at enrolment panel.

Children living in the local area will be enrolled in accordance with the policies of the NSW Department of Education. The following link can be accessed to see local school boundaries.
<https://schoolfinder.education.nsw.gov.au>

Wherever possible some places will be kept open in each grade from the start of the year to ensure access for children who move into the local area during the school year. These places are not to be offered to non-local students.

Applications for non-local enrolment will be considered when there are places available in the school. Contact will be made with all non-local applicants to obtain further information if required.

Criteria for non-local enrolment applications must be documented and cannot be unlawfully discriminatory. Criteria may include:

- siblings already enrolled at the school
- proximity and access to the school
- medical reasons
- safety and supervision of the student before and after school
- compassionate circumstances
- structure and organisation of the school
- recent change in the local intake area boundaries.

Waiting List

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies.

Appeals

Where a parent wishes to appeal against the decision of the Enrolment Panel, the appeal should be made in writing to the principal in the first instance. If the matter is not resolved at the school 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 have been applied fairly.

Enrolment Requirements – Residential Address Check

Before enrolment at any school the following **original** documents must be presented:

- Total of 100 points need to be provided for residential address (see below):

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
2. Any of the following 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement	20 each
3. Any of the following documents 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this	15 each

* up to three months old

- Child's Birth Certificate / Passport
- Up to date Immunisation Statement from Medicare
- Australian Citizens born overseas (parents and students)
 - Citizenship certificate
- Non Australian Citizens (parents and students)
 - Passport or travel documents
 - Current visa and previous visa (if applicable)
- Temporary visa holders (parents and students)
 - Passport or travel documents
 - Current visa and previous visas (if applicable)
 - Authority to Enrol issued by the Temporary Residents Program Unit. This is required for visitor and temporary visa holders (other than sub class 571P referred to below)
 - Authority to Enrol or evidence of permission to transfer issued by the International Student Centre (if holding an international full fee student visa, sub class 571P)
 - Evidence of the visa the student has applied for (if the student holds a bridging visa)

Termination of enrolment due to false information

The Application to Enrol in a NSW Government School (2nd edition) requires the applicant to declare the information provided is correct. It also makes it clear the provision of false information can result in the enrolment being reversed. Any decision to reverse an enrolment needs to consider the specific circumstances of the matter. This includes determining if the student was an "out of area enrolment" and whether acceptance of the enrolment application has resulted in the student gaining entry at the expense of other prospective students who may be on a waiting list.

Section 34A of the Education Act 1900 provides that the Director-General may terminate the enrolment of a child at a government school who is not entitled to be enrolled at the school if the child was enrolled as a result of false information of a false document provided to the principal. This power has not been delegated to principals. Advice should be sought from Legal Services before a decision is made to terminate an enrolment under section 34(4) of the Act.

Knowingly providing false information

If a person knowingly provides materially false or misleading information to a school when making an application for enrolment, this may be an offence which has a penalty of up to 2 years imprisonment, \$22,000 fine or both (Section 307B of the Crimes Act 1900).

If a person provides a statutory declaration he or she knows to be false for the purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment (Section 25A of the Oaths Act 1900).

Penshurst Public School - Application for non-local enrolment

Student Information:

Family Name: _____ Date of Birth: ___/___/___

Given Name(s): _____ Gender: _____

Address: _____

Suburb: _____ Postcode: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____

Parent/carer name: _____

Relationship to student: _____

Current school: _____

Current scholastic year (K-6): _____

Non-local school placement request

Proposed scholastic year (K-6): _____ Proposed date for enrolment: ___/___/___

Please provide reasons for your application for non-local enrolment and attach supporting documentation:

Parent/Carer Name: _____ Signature: _____

Date: ___/___/___

School use only

Date received: ___/___/___ Places available: _____

Parents advised on: ___/___/___

Designated local school: _____

Notes: _____

