

## **Tarrawanna Public School**

### **NSW Department of Education Enrolment Policy Procedures**

The procedures outlined in this document are informed by the NSW Department of Education Policy 'Enrolment of Students in NSW Government Schools',

<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

along with the 'General Enrolment Procedures'.

<https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>

Students are entitled to be enrolled at the local school for which they are eligible. The school finder tool is located at <https://education.nsw.gov.au/school-finder>

#### **Rationale**

This policy procedure document has been developed in consultation with the Director, Educational Leadership North Wollongong, the Principal and the school community.

#### **Legislative Context**

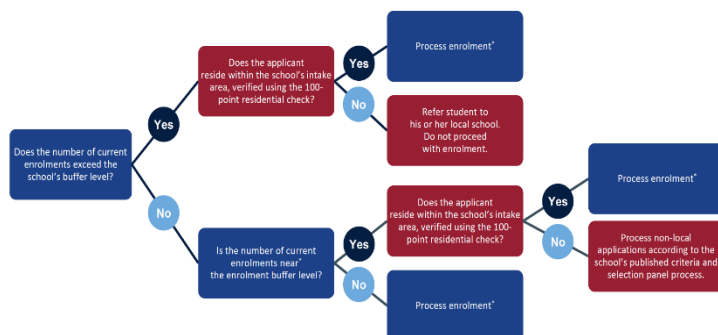
The Education Act 1990 governs enrolment in a NSW Government school. This is complemented by anti-discrimination legislation. In addition, the duty of care and work health safety, privacy and child protection legislation apply to enrolment in a NSW Government school.

#### **Entitlement to Enrol**

Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply 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.

Parents may *enrol a child if they turn 5 years of age on or before 31 July in that year*. Students identified as gifted and talented, who are aged 4 years or older at 31 January of the year of enrolment may only be enrolled in accordance with the Gifted and Talented policy. Schools require an Authority to Enrol for each temporary resident and international student enrolment which is issued by DE International and the Temporary Resident Program.

#### **Decision tree for standard enrolments**



\*For more information, visit: <https://education.nsw.gov.au/policy-management-schools/media/documents/Decision-tree-Revised-enrolment-policy-2019.pdf>

<https://education.nsw.gov.au/policy-management-schools/media/documents/Decision-tree-Revised-enrolment-policy-2019.pdf>

## **Enrolment Cap**

The enrolment cap is the number of students that can be enrolled at a school based on permanent accommodation. The cap is determined centrally by School Infrastructure NSW.

## **Proof of residency**

If Tarrawanna Public School is above or near (i.e. the number of non-local enrolment applications received exceeds the number of enrolment places available outside the local enrolment buffer) the buffer level use the following 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

<b>Documentation showing the full name of the child's parent</b>	<b>Points</b>
1. Only one of (ie. no additional points for additional documents) 1.1. Council rate 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 mths 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

## **Enrolment of non-local students**

Schools that have reached their enrolment cap have no capacity to enrol non-local students unless requested by the Director, Educational Leadership.

Criteria for the enrolment of non-local students may include:

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

Criteria for the enrolment of non-local students will not include student ability, performance or achievement.

## **Responding to non-local enrolment applications**

When the principal receives a non-local enrolment application, the principal will inform the principal of the student's local school.

Principals will ensure relevant staff know whether they can or cannot accept non-local enrolments and ensure advice and communication provided to parents is consistent. Principals will also develop protocols, in collaboration with other schools if appropriate, to ensure communications and advice provided to parents is consistent and supportive of public education. This may including requesting a parent to attend at the local school and to meet that school's principal before any non-local enrolment application is considered. (please see Appendix 7)

Procedures for non-local enrolment applications can be found at: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

## **Enrolment Panels**

To consider Non-Local Enrolment applications, an enrolment panel will be established. This panel will consist of a member of the school executive, a member of the schools teaching staff and a school community member, nominated by the Parents & Citizens Association.

Kindergarten Non-Local Enrolment applications (for the following year) will be considered through a panel process as the need arises.

## **Appeals**

Appeals against the decline of non-local enrolment applications must be in writing. They are managed by the principal in the first instance with the purpose to determine whether the stated criteria have been applied equitably.

The Director, Educational Leadership is the final decision maker for appeals against the decline of non-local enrolment applications as per the General Enrolment Procedures.

*Bronwyn Jeffree*

Principal

September, 2019