



Engadine West Public School

Enrolment Procedures

The Engadine West PS Enrolment Procedures reflect and align with:

- NSW Department of Education policy on Enrolment of Students in NSW Government Schools
<https://policies.education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

Engadine West PS is committed to high quality education. Parents may enrol their child in Kindergarten at the beginning of the school year if the child turns five 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 six years of age. Engadine West PS makes reasonable adjustments so students with disability can apply for enrolment on the same basis as students without a disability.

Enrolment Cap and Buffer

Parents/Carers may *apply* to enrol their child at any school, however, are entitled to enrol their child at the local school within the designated intake area which the child is eligible to attend. Engadine West PS has a designated intake area and an enrolment cap (based on the school's permanent accommodation). The cap is centrally set. A local enrolment buffer is set to insure places are set aside for local students who may enrol during the year. The local enrolment buffer sits below the enrolment cap. Once the enrolment cap is reached, in general, children who do not live within the designated intake area will not be enrolled.

A student is enrolled at Engadine West PS when an application to enrol is certified as accepted by the principal and the student is placed on the enrolment register.

In enrolling a student, staff at Engadine West PS supported by additional Department of Education staff, determine if there is a need to provide additional support for the student, including assessment of:

- health, safety, and other risks arising from the student's past behaviour
- any disclosed wellbeing needs of the student
- any adjustments for students with a disability
- any history of unsatisfactory attendance
- any disclosed health needs including whether or not the student has previously required an emergency response
- any disclosed learning needs and other special circumstances (such as whether the student was bullied at a previous school).

In enrolling a student, staff at Engadine West PS may need to make additional enquiries where a student has been absent from the NSW system for a period of time, the enrolment background is unclear or where the student has been overseas and records are unavailable.

Proof of Residency

The prescribed 100-point residential address check will be used to confirm that the student being presented for enrolment lives within the school's intake area.

A child enrolling at Engadine West PS is required to live with his/her parents or legal guardians. Staying with a relative or friend does not qualify a child as 'a resident'. Proof of guardianship must be supported by the relevant papers endorsed by the Family Court of Australia.

Kindergarten Enrolment

For students entering Kindergarten the principle place of residence must be re-confirmed at the commencement of the school year prior to the child's first day of attendance. An original and current utilities or services bill must be presented to the school. Children may enrol at the beginning of the school year if they turn five years of age on or before 31 July in that year.

Early Intervention and Support Class Enrolment

Parents who wish to enrol their child in an early intervention or support class are required to apply by submitting an access request through their in-area school. All access requests are reviewed at a placement panel held by the local education network. The panel prioritises students according to need and notify parents/carers if their child has been successful in gaining a place. When the offer of placement has been accepted, normal school enrolment procedures are followed for that particular school.

Non-Australian Citizens

Non-Australian citizens holding a visa granting permanent residence, New Zealand citizens holding a current New Zealand passport and permanent residents of Norfolk Island are eligible for enrolment and are not liable to pay the temporary visa holders education fee. The school must sight the originals of passports and other travel documents and record the details of these documents before enrolment.

Applicants in this category are required to be permanently residing in the designated intake area at the time of making the application to the school.

Residential address check

For the enrolment of students in NSW Government schools

Persons seeking to enrol a child in a NSW Government school may be required to show documents to establish the child's address

Key principles

The *Education Act 1990* provides the key principles that govern the enrolment of students in NSW Government schools. Some of them are summarised below.

The parent of a child may enrol the child at any government school if the child is eligible to attend the school and the school can accommodate the child (section 34.1).

A child is entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend (section 34.2).

The principal may, for the purpose of establishing a child's eligibility to attend or entitlement to be enrolled at the school, require a person seeking to enrol the child at the school to provide proof, to the satisfaction of the principal, of the child's identity, date of birth and home address (section 34A.1).

In determining whether a child could be accommodated, the number of classrooms and other facilities may be considered (section 34.6).

The enrolment of a child who is not entitled to be enrolled at the school may be terminated if the child was enrolled as a result of false information or a false document provided (section 34A.4).

Establishing the child's residential address

To determine a child's eligibility to attend or entitlement to enrol in the school, the principal may require documents to establish the child's address.

Generally, acceptable documents show the full name of the parent and address of the parent or carer with whom the child lives. However, any requests for proof of address must be reasonable in the circumstances.

Staff in schools abide by the Privacy and Personal Information Protection Act 1998 (NSW). Residential address information provided will be used to process applications for enrolment and associated purposes and the information will be stored securely.

100-point residential address check in some schools with a designated intake area

Schools that are 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) their buffer level use the following 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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

More information

Contact your local school or visit <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>



Engadine West Public School

Out-of-Area Application

INFORMATION FOR PARENTS AND CARERS

Please read carefully before completing the attached form

An out-of-area enrolment is a student whose permanent and principal place of residence is beyond the designated intake area.

Siblings of students currently enrolled at Engadine West PS not living in the designated intake area will have to make an application as an out-of-area enrolment. Offers to out-of-area applicants may only be made when places are available.

Criteria for selecting out-of-area enrolment applications may include one or more of the following:

- a sufficient enrolment buffer exists for eligible in-area enrolments and the Engadine West PS is within its enrolment cap
- availability of staff and permanent accommodation
- siblings of students currently enrolled at Engadine West PS
- compassionate grounds:
 - Medical reasons
 - Safety and supervision of the student before and after school
 - Student welfare needs
 - Particular educational programs or philosophies
 - Travel arrangements and/or distance

The enrolment panel reserves the right to consider, and accept, special case applications. The enrolment panel has the authority to give priority of criteria for successful special case applications.

Enrolment Panel

The Engadine West PS enrolment panel considers and makes decisions on out-of-area enrolment applications.

The panel comprises:

- the deputy principal,
- school administration manager and
- P&C president.

The enrolment panel is chaired by the deputy principal. The enrolment panel considers all non-local enrolment applications within the criteria for out-of-area enrolment. Correspondence will be communicated to parents/carers regarding the outcome of the non-local enrolment application.

Appeals

The purpose of an appeal is to determine whether the stated criteria have been applied equitably. Appeals against a decision of the enrolment panel should be made in writing to the principal. The principal will consider the appeal and make a determination. Parents/Carers will be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is the Director, Educational Leadership.

Parents/Carers can appeal against decisions regarding non-local placement by writing to the principal.

Waiting List Management

Out-of-area applications are requested to be submitted by 31 July of each year. Applications received by 31 July will be placed on a waiting list. The enrolment panel will determine the priority of each application. The priority order of the waiting list will be reviewed periodically.

The number of students a school may enrol is limited by the availability of permanent classroom accommodation and appropriate staff. This means that some schools may not have room for non-local enrolments after accommodating local children. To avoid disappointment, parents should check that there are places available in a school before applying.

PLEASE FORWARD THE ATTACHED FORM TO THE ENROLMENT PANEL AT ENGADINE WEST PUBLIC SCHOOL.



Engadine West Public School

Out-of-Area Application

Please read the information attached before completing this form

A. STUDENT INFORMATION

Family name: _____ Date of birth: ____ / ____ / ____

Given name(s): _____ Male / Female (please circle)

Address: _____

_____ Postcode: _____ Home phone: _____

Parent/Carer name: _____ Mobile: _____

Relationship to student: _____ Work phone: _____

Present school: _____ Present grade (K-6): _____

B. NON-LOCAL SCHOOL PLACEMENT REQUEST

Proposed date of enrolment: _____ Year / Grade (K-6): _____

Reasons for application: _____

(Attach any further information that you feel may be relevant)

I have also applied for enrolment at the following out-of-area school(s): _____

Designated local school: _____

Parent/Carer signature: _____ Date: _____