

## ENROLMENT POLICY

### 1. Purpose

This document provides information for the community on the requirements and procedures for enrolling students at Parramatta North Public School.

### 2. Scope of Policy

The decision to enrol a student is incumbent upon the Principal in accordance with the NSW Department of Education, Enrolment of Students in Government Schools: A Summary and Consolidation of Policy and the requirements of the Education Act 1990. This policy describes the requirements and procedures for all parents and carers wishing to enrol students at Parramatta North Public School from Kindergarten to Year 6.

### 3. Principles

#### 3.1 Designated Local Area

The Secretary of the Department of Education designates local intake areas as developed by the department in consultation with the principal, school community and Director, Educational Leadership. The School Finder tool <https://education.nsw.gov.au/school-finder> provides information about the school intake area to assist in determining local enrolment areas. The areas identified in School Finder will be reviewed periodically and may be amended. If families move out of Parramatta North Public School catchment area it is recommended families seek enrolment in their local school.

#### 3.2 Enrolment Ceiling

Each school will establish an enrolment ceiling, based on available permanent accommodation. This is the total number of students that are to be enrolled at the school. Demountables are not usually counted towards the enrolment ceiling unless replacement accommodation is under construction.

#### 3.3 Enrolment Buffer

Within the enrolment ceiling, the principal determines the number of enrolment places (the buffer) to be reserved for the enrolment of local students arriving throughout the year. The size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area. Places in the buffer are not to be offered to out-of-area students.

### 4. Managing Enrolments in Schools

A child is entitled to enrol at any government school if they are eligible and the school can accommodate the child.

#### 4.1 In-Area Enrolments

An in-area enrolment is a student whose permanent residence is situated within the designated local area. Please refer to the Department of Education School Finder tool located at: <https://education.nsw.gov.au/school-finder>. A copy is also available at the school office.



## ENROLMENT POLICY

### 4.2 Enrolment Applications

Parents may seek to enrol their child directly at their local public school by completing the Application to enrol in a NSW Government school form. Principals can seek information they consider to be of assistance in determining if a student is a local enrolment. Parramatta North Public School requires all enrolments to request an enrolment appointment with the administration office before processing enrolment applications.

### 4.3 Kindergarten Enrolments

Children may enrol in Kindergarten at the beginning of the school year if they turn 5 years of age on or before 31st July of that year.

### 4.4 Enrolment Documentation

The Application to enrol in a NSW Government school form may be submitted to the school at any time throughout the course of the year with copies of your child's birth certificate or passport if your child was born overseas and up to date immunisation record.

The school will seek evidence demonstrating local permanent residence status through the provision of current original documents.

**You are required to provide support documents for enrolment from Lists A, B and C as detailed below.**

List A	List C
<p>If you are the owner of the property</p> <ul style="list-style-type: none"> <li>• Purchase contract for property AND</li> <li>• Council Rates OR</li> <li>• Water Rates</li> </ul> <p>If you are renting the property</p> <ol style="list-style-type: none"> <li>1. Signed Rental Agreement stamped by the Leasing Agent – valid for at least 6 (six) months</li> <li>2. Rental Bond Lodgement stamped by Leasing Agent</li> <li>3. Tenant Trust Ledger – must show Rental Bond Lodgement Receipt AND current Rental payment</li> <li>4. NSW Fair Trading Advice of Lodgement</li> </ol>	<p>For the student</p> <ul style="list-style-type: none"> <li>• Australian Birth Certificate and Passport</li> <li>• Australian Citizenship Certificate</li> <li>• Passport and Visa - for permanent or temporary resident</li> <li>• Immunisation History Statement from an Australian medical practitioner (NOT blue book)</li> </ul> <p>For the parent/carer</p> <ul style="list-style-type: none"> <li>• Passport and Visa for Principal Visa Holder if child is a Subordinate</li> <li>• Parent photo ID (passport)</li> <li>• Other documents as requested by the school</li> </ul>
<p><b>List B</b></p> <ul style="list-style-type: none"> <li>• Plus at least one of these documents in the name of the parent/s or carer of the child and for the same address listed as the document for A.</li> <li>• Electricity Bill</li> </ul> <p>AND at least 1 (one) of the following:</p> <ul style="list-style-type: none"> <li>• Gas Bill or Gas Welcome Pack                             <ul style="list-style-type: none"> <li>- Landline phone connection or mobile phone</li> <li>- Internet connection</li> <li>- Home Contents Insurance</li> </ul> </li> </ul>	<p>ALL documents must be:</p> <ul style="list-style-type: none"> <li>• In YOUR name</li> <li>• ORIGINALS – no photocopies</li> <li>• Current date – no more than 3 (three) months old</li> </ul> <p>Documents need to be lodged at school office</p>



## ENROLMENT POLICY

### 4.5 Out-of-Area Enrolments

An out-of-area enrolment is a student whose permanent residence is beyond the designated local area. Parents or caregivers living outside the schools designated local area may apply to enrol their child at the school. The out-of-area enrolment application form is developed by the school and requires the applicant to address the selection criteria and provide supporting documentation. A copy of the out-of-area application is available from Parramatta North Public School administration office.

Out-of-area enrolment applications are considered by schools that can accommodate the child. In determining whether the school can accommodate a child the principal considers:

- the child's age and gender
- the type of school
- the financial and other resources of the school, and
- the existing number of classrooms and other facilities at the school.

Out-of-area enrolment applications will be considered with reference to each applicant's residential address and the following criteria:

- Compassionate circumstances
- Siblings of a child currently enrolled

Please note: Satisfying one or more of these criteria does not guarantee enrolment. An offer of enrolment will be made to out-of-area enrolments if places are available.

Out-of-area enrolments should complete and submit the applicant for out-of-area enrolment at the end of this document (Appendix A). Applicants should be addressed to the Principal for consideration by the placement panel. Out-of-area applicants who are made offers of enrolment will be required to complete and submit the form 'Application to enrol in a NSW government school' prior to their enrolment being finalised and commencement of attendance at school.

### 4.6 Placement Panels Policy

The Principal, in consultation with the Director, Educational Leadership will establish a Placement Panel. The panel will consist of the Principal, parent representative and school assistant.

In considering applications, the panel assesses only the information and supporting documentation presented on the out-of-area enrolment application form. The decision made by the panel considers the enrolment ceiling and the buffer retained for local students arriving later in the year. The panel ensures that the established criteria are applied equitably to all applicants. The principal will notify parents of the result of their application in writing.

### 4.7 Appeals

Unsuccessful out-of-area enrolments may appeal against the decision of the placement panel. The appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved the Director, Educational Leadership will consult with the Principal and the school community as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.



## ENROLMENT POLICY

Appendix A

### Out-of-Area Enrolment Application

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#### A: Student Information

Family Name ..... Date of Birth...../...../.....

Given Names ..... Male  Female  (tick one)

Address .....

Home Phone ..... Work Phone.....

Parent/Guardian's Name.....

Relationship to student .....

Present School .....

Present Year/ Grade (K to 6) .....

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#### B: Out-of-Area Enrolment Request

School applied for .....

Year/Grade .....

Proposed date of enrolment ...../...../.....

REASONS FOR APPLICATION .....

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I have also applied for enrolment at the following school and at my local school

Parent/ Guardian's Signature ..... Date ...../...../.....

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SCHOOL USE ONLY      Date received ...../...../.....

Place Available? Yes/No

Parent advised on ...../...../.....