

CROWN STREET PUBLIC SCHOOL ENROLMENT PROCEDURES



These procedures are to be read in conjunction with the Enrolment of Students in Government Schools: Direction for the enrolment of students in NSW Government Schools, July 2019.

<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools?refid=285839>

Purpose:

To provide information for parents about the requirements and procedures for enrolment at Crown Street Public School.

Scope:

These procedures describe the enrolment process for all students enrolling at Crown Street Public School, from Kindergarten to Year 6.

Definitions:

Local Area: This is the 'intake area' from which students are drawn from for enrolment at their local school. Please see Appendix A – Catchment Area Map or visit

<http://www.schools.nsw.edu.au/gotoschool/nswps-finder/index.php> to use the NSW Public School Finder tool. This will allow you to put in your address to identify your local school.

General principles governing enrolment processes:

- A child is considered to be enrolled when an *Application to enrol in a NSW Government School* form has been completed by one or both parents or caregivers, all documents are provided as required, the student's name has been entered on the ERN system and the student presents for enrolment.
- A student can only be enrolled at one school at any given time.
- Children are entitled to be enrolled at the public school that is zoned as the designated school for their primary place of residence, ie their 'local area'.
- Local intake areas are designated by the Secretary, Department of Education
- In enrolling a student, the department determines 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 (when the student has been enrolled in another school)
- any disclosed health needs including whether or not the student has previously required an emergency response
- any disclosed learning needs and other special circumstances
- A student is enrolled when an application to enrol is certified as accepted by the principal and the student is placed on the enrolment register of a school. Enrolment should be in one school only at any given time.
- Schools are required to have a written policy which states the grounds on which a student considered to be a 'non-local area' enrolment will be accepted.
- In addition to the criteria for the acceptance of 'non-local area' enrolments will be the consideration of the availability of appropriate staff and permanent classroom accommodation.

Kindergarten enrolment

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before the 31st July in that year. By law, all children must be enrolled in school by their sixth birthday. An Application to enrol in a NSW Government School must be completed. This form can be completed and submitted at any time during the year preceding enrolment. The form can be downloaded from the Department of Education website:

<http://www.schools.nsw.edu.au/gotoschool/enrolment/primary.php>

Documentation required for enrolment at a NSW Government School

All documentation should be originals and current. Photocopies will not be accepted.

Schools use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

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

Please note, 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.

Immunisation

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment. This is available through Medicare. Parents have the right not to have their child vaccinated. A child without an Immunisation History Statement will not be prevented from enrolling in primary school. Under the NSW Public Health Act 2010, however, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

Discrimination during the enrolment process

No student and their family will be discriminated against in enrolment on the basis of sex, age, race, religion, ethnicity, disability, or sexual preference.

Enrolment numbers

Enrolment numbers cater for anticipated local demand and seek to ensure that every eligible local child has a place at his or her local school if she or he chooses to attend it.

Non-local Area Enrolment Applications

Applying for a non-local enrolment

Parents seeking enrolment in 'out of area' schools will need to complete an *Application to enrol in a NSW Government School*. This application should include relevant written documentation outlining their reason/s for seeking enrolment outside of the 'local area' in accordance with the criteria in this policy (see below).

An enquiry form for Non-Local Enrolment can be found at Appendix B. This must be attached to the Application to enrol in a NSW government school.

Placement panel

The school has a placement panel to consider and make recommendations on all non-local enrolment applications. The panel consists of one executive staff member to chair the panel and at least one teaching staff member, and one school community member nominated by the school's parent organisation. The principal is not on the enrolment panel.

Decisions made by the panel must consider the context of the enrolment ceiling and the buffer retained for local students arriving later in the year. Also, the availability of appropriate staff and permanent classroom accommodation is factored into assessing non-local enrolments. In assessing the application only written submissions will be considered.

Criteria for Non-local placements

- Students in Out of Home Care
- Parent disability and siblings acting as carers
- Access availability for disabled students
- Siblings already enrolled at Crown Street Public School
- Compassionate circumstances that may impact on a child's wellbeing
- Proximity and access to the school
- Availability of subjects
- Safety and supervision of the student before and after school

The criteria does not include student ability, performance or achievement.

Offers of 'non-local area' places

Where the placement panel decides to approve a non-local enrolment of a student, offers will be made by letter requiring a parent or caregiver to notify the school of acceptance or otherwise within 14 days from the date of the letter.

Waiting lists

Waiting lists may be established for non-local students according to the process detailed in *General Enrolment Procedures, July 2019*.

Appeals

The purpose of an appeal is to determine whether the stated criterion has been applied fairly. Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. The Principal considers the appeal and makes a determination in writing.

Transferring students

Children presenting for enrolment who have previously been enrolled in a government or non-government school, interstate or in New Zealand may be enrolled at the school at any time if they are 'local area' enrolments.

Enrolment of Non-Australian Citizens

Education is compulsory for non-Australian citizens holding a visa granting them permanent resident status and New Zealand citizens holding current New Zealand passports. Ages for compulsory education are the same as those for Australian citizens.

Temporary Residents and other visa holders need to follow the process outlined on the DE International website <http://www.decinternational.nsw.edu.au/study/schools/temporary-residents>

Enrolment data

Information about each student is recorded at the school to comply with legal requirements, for school administrative purposes and for resourcing, accountability and reporting requirements.

An enrolment register is kept at the school which includes:

- The student's name and address
- Birth date, gender and country of birth
- Parent or carer /guardian details
- The date the student enrolled at the school and the class entered
- The date the student leaves, or transfers from the school

These guidelines have been developed and revised through consultation with:

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Last updated February 2020

The Executive of Crown Street Public School will review these guidelines on a cyclical basis in accordance with DoE policy.

Appendix A

Crown Street Public School catchment map



Appendix B

Enquiry 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-12): _____

Non local school placement request

Proposed scholastic year (K-12): _____ Proposed date for enrolment: ___/___/___

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria [published at <https://Example-p.schools.nsw.gov.au/about-our-school/rules-and-policies.html>], and attach supporting documentation:

Signature of parent/carer: _____

Date: ___/___/___

School use only

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

Parents advised on: ___/___/___

Designated local school: _____

Notes: _____