

Policy Reference

- *Enrolment of Students in NSW Government Schools (2021)*

Purpose

The aim of these procedures is to ensure that all students who present for enrolment at Bateau Bay Public School are treated in a fair and equitable manner according to Department of Education policy.

General Principles Governing Enrolment

- 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. All children must be in compulsory schooling by 6 years of age.
- Parents 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. The Secretary designates school intake areas.
- Parents seeking local enrolment must satisfy the school that they reside within the school's designated intake area. Current NSW public school zoning can be found by following the link [school finder](#).
- Parents are required to provide 100 points of proof of residency with their application
- The department has selective and specialised schools, programs and services, and temporary resident enrolments that are subject to specific procedures, eligibility criteria and assessments.
- 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, however a student may be in attendance at more than one school in particular circumstances.
- Reasonable adjustments are made so students with disability can apply for enrolment on the same basis as students without a disability.
- In enrolling a student, a determination is made based on a variety of assessments, if there is a need to provide additional support for the student.
- In enrolling a student, additional enquiries may need to be made 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.

Enrolment Cap

Each school has an enrolment cap which is centrally set, based on its permanent accommodation. The enrolment cap for Bateau Bay Public School is **554** based on 24 permanent classrooms therefore Bateau Bay Public School is currently over the enrolment cap and is unable to accept any non-local enrolments.

Placement Panels

When Bateau Bay Public School is under its cap and demand for non-local places exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel is to be determined locally but must include at least one staff member, other than the principal, and one school community member nominated by the school's parent organisation. The panel will be chaired by the principal/delegate who will have a casting vote.

- The development of criteria for the enrolment of non-local students will be the responsibility of the placement panel.
- The criteria will be consistent with the general principles governing enrolment stated above.
- In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions.
- The decisions made by the placement panel must be made within the context of the agreed enrolment cap and the buffer retained for local students arriving later in the year.
- The placement panel should record all decisions and minutes of meetings are to be available on request by the Director, Educational Leadership or delegate.

Criteria for Non-Local Enrolment Applications

Criteria for selecting amongst non-local enrolment applications is documented and will be made available, in advance, to parents who are interested in enrolling their children at Bateau Bay Public School. Criteria may include:

- proximity and access to the school
- medical reasons
- safety and supervision of the student before and after school
- compassionate circumstances
- siblings already enrolled at the school

The principal/ delegate will ensure that the established criteria are applied equitably to all applicants.

Waiting Lists

Waiting lists may be established for non-local students.

- Parents will be advised in writing if their child is to be placed on a waiting list. The size of the waiting list should reflect realistic expectations of potential vacancies.
- Waiting lists are current for one year.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

- Where required, the principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.
- The principal will seek to resolve the matter.
- Where a parent wishes to appeal against the decision of the principal, the appeal should be made in writing to the Director, Educational Leadership.
- The Director, Educational Leadership will consult with the relevant principals and school communities as necessary.

Responsibilities of the Principal

With regard to enrolment, the school principal is responsible for:

- preparing an enrolment procedure in line with DoE policy, in consultation with the staff and parent body
- informing present and prospective members of the school community about provision available at the school
- managing the school enrolments within the resources provided to the school advising the Director, Educational Leadership of enrolment and curriculum trends in the school maintaining accurate and complete enrolment data
- documenting the criteria for selection amongst non-local enrolment applications to parents and the school community
- making decisions on non-local enrolments at the school level wherever possible.

Responsibilities of the Parent/Carer

With regard to enrolment, the parent/carers is responsible for:

- When required, providing accurate information and documentation necessary to allow the school to establish a child's entitlement to enrol and to implement any risk assessments or management plans at the school.

Transition to School

It is recognised that the transition from early intervention, or other pre-school settings, to school is a significant step, particularly for students with special learning needs. Bateau Bay Public School will work collaboratively with parents, caregivers and other relevant personnel to facilitate planning.

Kindergarten Enrolment

- The principal/delegate will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children.
- Children may enrol in Kindergarten at the beginning of the school year if they turn five on or before 31 July in that year.
- Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment.
- The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.
- The principal will ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children.

- At Bateau Bay Public School enrolments are scheduled to take place as required, usually within 2 days of other students beginning. All Kindergarten enrolments are completed by the end of week two of the school year.
- The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment in schools, pre-schools and child care centres. Parents have the right of not having their children immunised. However, under the Public Health (Amendment) Act 1992, in the event of an outbreak of a vaccine-preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.

Enrolment of Students with Additional Support Needs

The Department of Education provides a range of services and resources to support the education of students with disabilities. These include:

- targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes
- special schools
- modifications to buildings to facilitate access
- provision of specialised equipment and technology
- special transport services.

When considering the enrolment of a student with a disability, all these provisions should be considered.

The decision on where to enrol a student with a disability, and with what level of support, will depend on a number of factors, including the student's educational needs, the expressed desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

In many situations it will be possible to enrol a student with a disability at the desired school with the necessary level of specialist support. In some circumstances the level of support required, or the specialist nature of that support, will necessitate alternative enrolment options being provided.

In each case, when a student with a disability presents for enrolment, it is the responsibility of the principal to ensure that an appraisal of the student's educational needs is carried out. For some students appraisal will have occurred as part of a planned transition process. For others, the appraisal will take place at the time enrolment is sought.

Appraisals will involve parents or caregivers and will entail consideration of the student's support needs in areas such as curriculum, mobility, social skills, personal care and communication. It will often involve consideration of supporting documentation from medical practitioners and other health and education professionals. The Learning and Support Teacher will assist in this process, in particular, in identifying the resources which may be available to support the enrolment.

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>