



Gordon East Public School

Enrolment Procedure

Departmental Policy References <https://policies.education.nsw.gov.au/policy-library>:

- *Enrolment of Students in NSW Government Schools Policy*
- *Enrolment of Non Australian Citizens – Procedures and Eligibility*
- *General Enrolment Procedures*
- *Proof of Identity and residency Status*

This policy should be read in conjunction with the parent enrolment website found at: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment> and associated Department of Education policies referenced above.

Rationale:

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.

Aim:

- Every parent will enrol their children in the school of their choice where practicable.
- Every child must have a place in his/her local school if required.
- Public schools will not enrol children from another local public school without
 - contacting the other principal
 - referring them back to the previous school
 - following Out of Area Application processes

Definitions:

- **Child of compulsory school-age** is of or above the age of 6 and below the minimum school leaving age. The minimum school leaving age is 17 years; or the age at which the child completes Year 10 of secondary school and complies with the conditions set out in section 21B of the Education Act 1990.
- **Eligibility** to attend a school depends on a number of factors: Eligibility to attend a school may depend on:
 - the kind of school, e.g. infants, primary, secondary, composite or schools for specific purposes
 - gender, e.g. single sex schools
 - age
 - residency status – visa category and subclass, e.g. temporary residents are eligible for enrolment for the period of a current visa and only when fees are paid, if no exemption applies.
- **The Enrolment Cap**

The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. The enrolment cap tells us whether the school may or may not have

the capacity to accept non-local enrolments. Within the enrolment cap, a number of enrolment places (the buffer) must be kept aside for the likely number of local students who will need to enrol during the year. For this reason, a school will not take non-local students once they reach their buffer, unless there are exceptional circumstances.

- **Enrolment Panel**

An **enrolment panel** is a group of persons who consider enrolment applications in certain circumstances.

The Gordon East enrolment panels consist of:

- Principal (as chairperson)
- teaching staff member/s
- school community member/s (nominated by the school's parent organisation).

- **Enrolment register** is the electronic system recording the enrolments of all students at a school (ERN).
- **Local intake areas** are designated by the Secretary, Department of Education so that all compulsory school-age children in the state will be eligible to attend a government school. A child is entitled to enrol at the **local school** that the student is eligible to attend if his or her home is within that school's intake area.
- **Parent** includes a guardian or other person having the custody or care of a child.
- **Residential Check**
Under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. However, any requests for proof of address must be reasonable in the circumstances. **Gordon East Public School is above its enrolment cap and buffer and as such requires proof of residency.** The school will use the 100-point residential address check in Appendix 1 to determine the student's entitlement to enrol at the school with all enrolment applications.

Procedure:

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 (ERN). Enrolment should be in one school only at any given time.

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

In enrolling a student, the department 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.

1. Enrolment Cap

The school has an enrolment cap based on permanent accommodation of classrooms. Demountable classroom are not counted when determining the capacity to accommodate students. **Currently Gordon East Public School is above their enrolment cap and closed to out of area enrolments unless there are exceptional circumstances.** All out of Area applications will go to the enrolment panel for consideration.

2. 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 (<https://my.education.nsw.gov.au/school-finder>). 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.

3. Non - Local Area Placement Panel

All applications for non-local enrolment will be forwarded to the enrolment committee. The criteria for assessment are in priority order:

- siblings already enrolled at the school;
- medical reasons
- safety and supervision of the student before and after school

Determination of this criterion is made by examining statements made by the parents on the out of area enrolment form. As part of the process, the Principal of the applicants local in-area school will also be contacted.

4. 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 Principal will seek to resolve the matter. If the matter is not resolved, it may be referred to the School Education Director to determine if the stated criteria have been fairly applied.

5. Enrolment of Non-Australian Citizens

Non-Australian citizens will be enrolled in accordance with the procedures set out in *Enrolment of Students in NSW Government Schools Policy* and *Enrolment of Non Australian Citizens – Procedures and Eligibility*.

6. Transfer Applications

Students transferring from another NSW Government school will be required to provide a relevant *Student Transfer Certificate*. If this is not provided the school will immediately seek such a certificate from the student's last known Government school attended.

7. Refusal of Enrolment

A principal may refuse to enrol a student with documented violent behaviour when risk mitigation strategies or adjustments are not possible to manage the risk. This is subject to compliance with the requirement to conduct a risk assessment, in accordance with the Management of health and safety risks posed to schools by a student's violent behaviour guidelines, and consultation with the Director, Educational Leadership.

Ratification

This Policy has been developed in conjunction with:

- Principal Ruth White
- Gordon East Executive Team
- Parent representatives : Nils Bown (President), Kiah Wolton-Phillips (Vice President)
- Tabled at P&C Meeting 27/10/2020

Appendix 1

100-point residential address check

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