



CAMDENVILLE PUBLIC SCHOOL ENROLMENT POLICY (revised 2019)

The Enrolment of Students in NSW Government Schools policy is in place to assist schools to meet their obligations under the *Education Act 1990* - to ensure that every student has a place at their local school. The policy also communicates to staff and the community a transparent enrolment process. This policy was revised in 2019.

Why was the enrolment policy revised in 2019?

Across the state, many communities are changing. Some are growing at rates never seen before. Some schools that used to be able to accept out-of-area enrolments, no longer have the room to do so.

The revised policy is designed to support schools to manage all enrolment applications, encourage greater consistency in decision-making and make sure the enrolment choices are clear for parents.

What's new?

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. It is not a target or limit on the number of local enrolments a school can take. Each school with a local intake area will have a cap set by the department from Term 4 2019.

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.

Selection criteria for non-local enrolment

Sibling enrolments are now clearly prioritised (where possible) and selection criteria for non-local enrolment will not include student ability, performance or achievement.

Our local enrolment policy

Camdenville Public School

As per the Department of Education and Communities guidelines, our enrolment policy at Camdenville Public School focuses on taking *Local Area* students from within our current boundaries as a first priority. Our policy also provides the protocols for the consideration of 'non-local' enrolment. As we are close to our enrolment buffer non-local enrolment will only be considered in exceptional circumstances.

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 <https://education.nsw.gov.au/school-finder/index>

Purpose of this policy

To provide information for parents on the requirements and procedures for enrolment at Camdenville Public School.

Scope of this policy

This policy describes the enrolment process for all students enrolling at Camdenville Public School, from Kindergarten to Year 6. A separate policy applies to preschool enrolments.

General Principles Governing Enrolment

- A child is considered to be enrolled when an *Application to enrol in a NSW Government School* has been completed by one or both parents or caregivers, the student's name 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 area for their primary place of residence ie; their 'local area'.
- The 'local area' is determined by the Department of Education and Communities through a process involving the Marrickville Network Director and the Priorities Directorate.
- The requirements of Work Health and Safety will be considered before any student is enrolled into the school. Risk assessments may need to be in place prior to the student starting at the school.
- 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.
- The policy and criteria is expressed in plain English and will be translated into other languages where necessary.

Kindergarten Enrolment

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31st July in that calendar year. Children reaching the statutory age of 6 years will also be enrolled in Kindergarten.

An *Application to enrol in a NSW Government School* is required to be completed. This form can be completed at any time in the year preceding enrolment. The application can be downloaded from the Department of Education and Communities website www.schools.nsw.edu.au/gotoschool/enrolment

Documentation required for enrolment at a NSW Government School

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

100-point residential address check

- Parents planning to enrol their child at a school that is near or at their buffer or cap such as Camdenville Public School may be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area. This means you will need to provide documents to verify your child's current address.
- So that schools only seek information relevant to your child's enrolment, a list of approved documents for the residential address check is available from the school or the department's website at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 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 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 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

Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check requirements when assessing a child's entitlement to enrol at the school. If this is to occur, principals are required to seek the approval of the Director, Educational Leadership.

Immunisation

The Public Health Act (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 of not having their children immunised. However, 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.

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, sexual preference or marital status.

Non-local Area Enrolment Applications

Applying for non-local enrolment

Parents seeking enrolment 'out of area' will need to complete an *Application to enrol in a NSW Government School* and include relevant written documentation outlining their reason/s for seeking enrolment outside of the 'local area', in accordance with this policy's criteria. A 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 two school executives, and a school parent nominated by the P&C Association. In assessing applications, the panel will consider only those matters presented with the *Application to enrol in a NSW Government School*.

Decisions made by the placement panel will strongly consider 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. Parents may apply for a non-local enrolment in addition to their designated local school. A separate Enrolment Application form is required for each school.

We will consider special circumstances for out of area placements including:

- Parent disability and siblings acting as carers
- Out of home care students
- Access availability for disabled students
- Compassionate or supervision reasons needs that may impact on a child's wellbeing
- Siblings already enrolled at Camdenville Public School

Offers of 'non-local' area at Camdenville Public School

Where the placement panel decides to approve 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 residents. Parents will be advised in writing if their child is to be placed on a waiting list. Non-local students will be placed on a waiting list according to the date on the *Application to enrol in a NSW Government School*. Waiting lists are active for one year. Non-local students who leave Camdenville Public School to enrol at another school, who then wish to return to Camdenville Public School at a later date will be placed on the waiting list according to the date on the most recent Enrolment Application form.

Appeals

The purpose of the 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 will seek to resolve the matter. If the matter is not resolved at the school level, the School Director will consider the appeal and make a determination.

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.

Non-local area transfers from a public school

Parents seeking to transfer a child from their local public school to Camdenville PS will be made aware of the following protocols:

- A written application from the family outlining the reasons they wish to transfer that addresses the non- local selection criteria
- The principal or school executive will contact the student's local school to discuss the application
- The placement panel will meet to consider the transfer and determine the outcome of the application

Enrolment of Non-Australian Citizens

See the Department of Education and Communities information and procedures for International Students outlined at: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment/international-students>

Refusal of Enrolment

The School Principal may decline or postpone the enrolment of a student on the basis of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour. A risk management plan will be developed in conjunction with the appropriate support services and a transition to school plan will be put in place to support the school and the student enrolling.

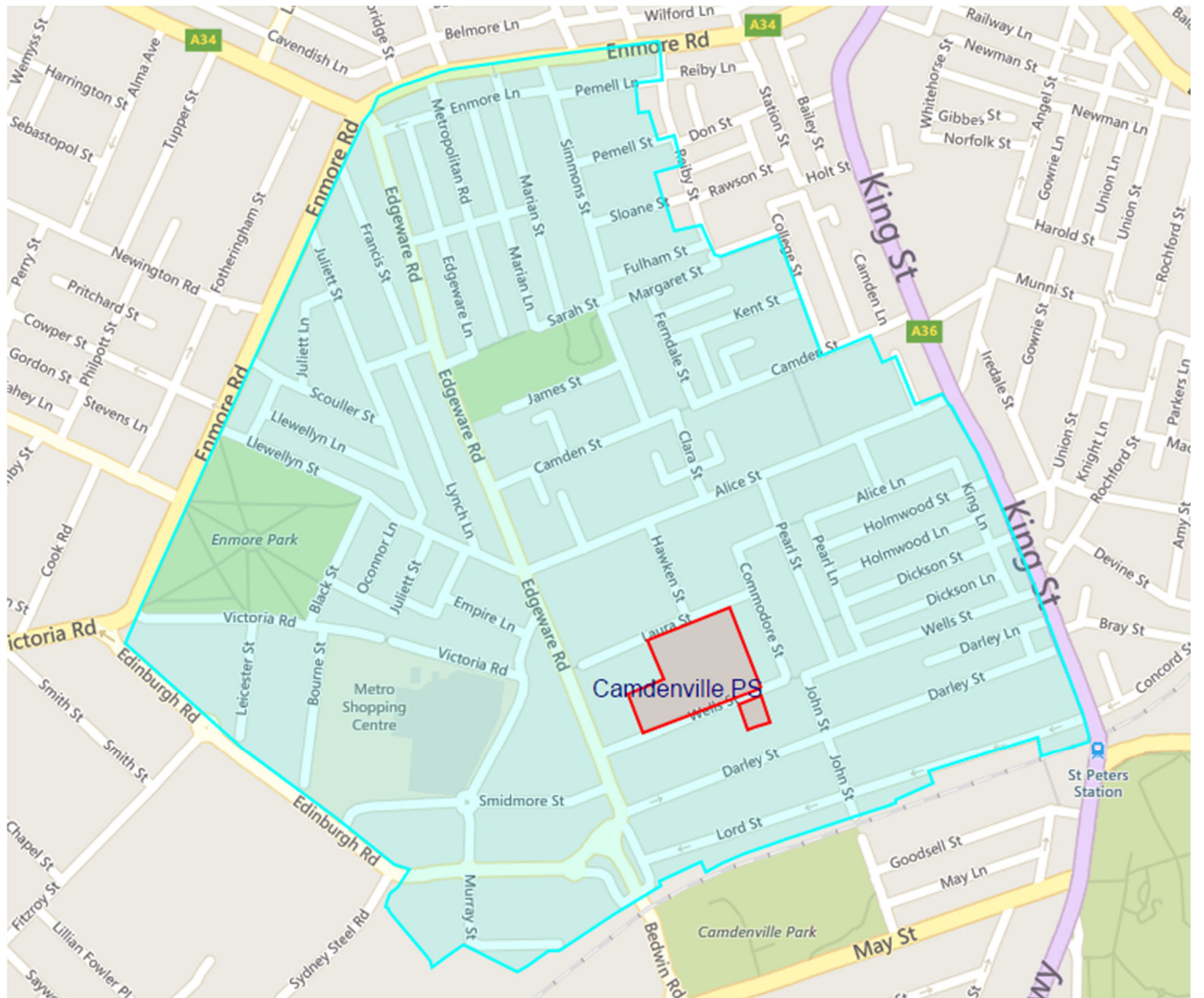
Enrolment Records

Information about each student enrolled at the school is recorded only for legal requirements and school administrative purposes (for resourcing, accountability and reporting requirements).

An enrolment register is kept of all children at the school. This register includes:

- the student's name, address, date of birth, gender and country of birth
- the parent or caregiver's details
- the date the student enrolled at the school and the class entered
- the date the student leaves or transfers from the school

APPENDIX A- Camdenville Public school boundary (shaded)



Application for Non-Local Primary School Enrolment

Please read the information for parents on the back of this form

A: STUDENT INFORMATION

Family Name _____ Date of Birth _____
Given Name _____ Male or Female (circle) _____
Address _____ Home Ph _____
_____ Work/Mobile _____
Parent/Guardian's Name _____ Relationship to Student _____
Present School _____ Present Year/Grade (K-6) _____

B: NON- LOCAL SCHOOL PLACEMENT REQUEST

School applied for _____ Year/Grade _____

Proposed date of Enrolment _____

Reason for application (please consider the special circumstances outlined on the following criteria)

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

I have also applied for enrolment at the following non-local school _____

And at my local school _____

Parent/Guardian signature _____ Date _____

C: SCHOOL USE ONLY

Date received _____ Place available? _____ Parent advised on _____

Notes _____

**FORWARD THIS FORM TO THE PRINCIPAL OF THE NON-LOCAL PRIMARY SCHOOL AT
WHICH YOU ARE SEEKING PLACEMENT**

Non – Local Primary School Placement Information for Parents

Please read carefully before completing the form

Parents may apply for the non–local enrolment of their child in schools of their choice in addition to their designated local school. A separate application form is required for each school.

We will consider special circumstances for ‘out of area’ placements including the following criteria:

- Parent disability and siblings acting as carers
- Out of home care students
- Access availability for disabled students
- Compassionate or supervision reasons that may impact on a child’s wellbeing
- Siblings already enrolled at Camdenville Public School

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

Once a student enrolls in a non-local school, transfer to another non-local school will only be possible in exceptional circumstances. Transfer to the student’s local school will be allowed if space is available.

Parents can appeal against a decision regarding non-local placements by writing to the Director, Marrickville Network.