

## **ENROLMENT POLICY**

Revised September 2019.

Coledale Public School proudly delivers quality Public Education for the children of families in the coastal community of Coledale in the northern suburbs of Wollongong. Student attendance continues to be high, reflecting ongoing positive student participation in school activities. We have dedicated teaching staff who provide innovative opportunities that challenge and motivate our students to achieve, at the same time providing a caring and safe environment. Coledale Public School currently hosts before and after school care, as well as vacation care. We are a proud member of the Seacliff Community of Schools. Our curriculum provision is enhanced as we deliver joint programs, shared educational opportunities and participate in professional development activities. Our local high school is Bulli High school.

These procedures have been informed by Enrolment of Students in NSW Government Schools Policy statement at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools> and General Enrolment Procedures at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>.

Students are entitled to be enrolled at the local school for which they are eligible. The school finder tool is located at <https://education.nsw.gov.au/school-finder>

### **1. Context**

The Education Act 1990 governs enrolment in a NSW Government school. This is complemented by anti-discrimination legislation. In addition, the duty of care and work health safety, privacy and child protection legislation apply to enrolment in a NSW Government school.

**1.1** The [Education Act 1990](#) establishes:

- the right of every child to receive an education
- the State's duty to ensure students receive high quality education through the provision of public education
- a compulsory schooling obligation upon parents to ensure students of compulsory school age are enrolled and in attendance at a government school or a registered non-government school, or registered for home schooling.

**1.2** This policy should be read with the [General Enrolment Procedures \(PDF 314.76 KB\)](#) and the

[Going to a public school – Enrolment](#) website. Additional enrolment and attendance information is contained in the [School Attendance Policy](#) and the [Distance Education Enrolment Procedures \(PDF 253.85 KB\)](#).

**1.3** In accordance with anti-discrimination legislation, no student will be discriminated against including on the grounds of their race, religion, gender, age, ethnicity, language background, disability, caring responsibilities, sexual orientation, transgender status and marital or domestic status, when enrolling in NSW Government schools.

## 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. 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. Enrolments for Kindergarten preferably should be made by late Term 2 or the beginning of Term 3 the preceding year. This allows the student to be a participant in the schools orientation program.

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.

### Eligibility

Eligibility to attend a school may depend on:

- 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 Secretary, Department of Education designates local intake areas as developed by School Infrastructure NSW in consultation with the principal, school community and Director, Educational Leadership. The School Finder tool provides information about school intake areas to assist parents in determining their child's local school. The areas identified in School Finder are subject to change. The school finder tool is located at <https://education.nsw.gov.au/school-finder>.

Changes to a local intake area might result in a family with a child/children currently enrolled and in attendance at the school as local students consequently residing outside the local intake area. These families will retain the entitlement to enrol siblings at the school. This does not apply to families with a child/children currently enrolled at the school as a non-local when the intake area was changed.

Exceptions to the entitlement to enrol at the local school are:

- where a student is directed by the Secretary, Department of Education to enrol in a particular school or type of school, due to an identified risk
- where the Minister refuses enrolment of a student if the student has been expelled from a government school or is of the opinion that there is other sufficient reason to do so.

Reasonable adjustments are made to enable students with disability to apply for enrolment on the same basis as students without a disability.

Reasonable support is provided to enable students from language backgrounds other than English, in particular those learning English as an Additional Language/Dialect (EAL/D), to apply for enrolment on the same basis as students from English speaking backgrounds.

#### 2.1 Residential address 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.

Schools that are at or nearing their local enrolment buffer as calculated in accordance with the school's enrolment cap will use the following 100-point residential address check to determine the student's entitlement to enrol at the school. This information is found on the next page.

<b>Original document showing the full name of the child's parent</b>	<b>Points</b>
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 3.	20 each
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.

At Coledale Public School:

- copies of the documents presented as part of the 100-point residential address check will be stored securely with limited staff access to the documents.
- information will be used only for the purpose for which it is collected or as otherwise permitted or required by law.

## **2.2 Enrolment Cap**

The enrolment cap is the number of students that can be enrolled at a school based on permanent accommodation. The cap is determined centrally by School Infrastructure NSW.

## **2.3 Local Enrolment Buffer**

The size of the buffer will differ in each school based on historical data and enrolment fluctuations. Any change is to be approved by the Director, Educational Leadership in time for enrolment of the following year's intake. If the school is at capacity they will not accept non-local enrolment applications unless there are exceptional and compelling circumstances.

When the school's enrolment level is close to the local enrolment buffer, the principal is required to inform the principal of the child's local school when considering the non-local enrolment application, and to seek approval of the Director, Educational Leadership before making an offer to enrol the child. Schools that have reached their enrolment cap have no capacity to enrol non-local students unless requested by the Director, Educational Leadership.

### **3. Enrolment Applications**

#### **3.1 NSW Government school**

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. Translated enrolment forms are also available.

Parents seeking to enrol their child in a school other than their local public school should contact the school to determine availability of places and selection criteria if demand exceeds availability.

Further information for parents is available on the Enrolment website: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

#### **3.2 International students**

International students may submit an application to enrol to DE International in accordance with the International students' enrolment programs.

International students must submit an application to enrol to DE International and are assessed against departmental and legislative requirements for eligibility. Students must have a student visa issued by the Department of Immigration and Border Protection and an Authority to Enrol (ATE) issued by DE International to enrol.

Schools enrolling international students must comply with the legislative requirements and policies outlined in the Enrolment of International Students in Government Schools: Eligibility and Procedures (intranet only).

#### **3.3 Temporary residents**

Temporary residents must submit an application to the Temporary Residents Program to enrol in a NSW Government school in accordance with the Enrolment of Non Australian Citizens - Procedures and Eligibility.

Temporary residents may be enrolled at a school if the school can accommodate the enrolment. If a school is at capacity, temporary residents must be referred to the next available school/s with capacity.

International students and temporary residents seeking to enrol from another NSW Government school, a non-government school or from outside NSW must be referred to DE International and the Temporary Resident Program. Prior to enrolment, these students require an Authority to Enrol (ATE) and payment of fees (if applicable).

#### **Enrolment of non-local students**

Schools that have reached their enrolment cap have no capacity to enrol non-local students unless requested by the Director, Educational Leadership.

#### **Responding to non-local enrolment applications**

When a principal receives a non-local enrolment application, the principal will inform the principal of the student's local school.

Principals will ensure relevant staff know whether they can or cannot accept non-local enrolments and ensure advice and communication provided to parents is consistent. Principals will also develop protocols, in collaboration with other schools if appropriate, to ensure communications and advice provided to parents is consistent and supportive of public education. This will include requesting a parent to attend at the local school and to meet that school's principal before any non-local enrolment application is considered.

Procedures for non-local enrolment applications can be found at: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

Parents will also find additional information at: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/media/documents/changes-to-the-enrolment-policy-for-parents.pdf>

## **Enrolment panels**

Schools above their buffer cannot enrol non-local students, without the approval of the Director, Educational Leadership.

When the number of non-local applications received exceeds the number of places available below the local enrolment buffer, applications will be considered by a non-local enrolment panel. The principal will also seek the approval of the Director, Educational Leadership before agreeing to enrol the student.

The enrolment panel includes:

- A member of the executive staff (chairperson)
- A member of the school's teaching staff
- School community member, nominated by the school's Parents and Citizens' Association

The preference is for the principal not to be part of the enrolment panel so that any appeal can be considered by the principal in the first instance.

## **Waiting Lists**

Where no non-local places are available within the school's buffer, a waiting list for students may be established by the principal. The length of the waiting list should reflect realistic expectations of potential vacancies and ensure students can participate in the relevant transition processes.

## **Appeals**

Appeals against the decline of non-local enrolment applications must be in writing. They are managed by the principal in the first instance with the purpose to determine whether the stated criteria have been applied equitably.

The Director, Educational Leadership is the final decision maker for appeals against the decline of non-local enrolment applications as per the General Enrolment Procedures (at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>).

## **Wollongong North Network high school enrichment classes**

All Wollongong North high schools offer an enrichment class to high potential or gifted students. Only students who have been accepted for enrolment can be considered for enrichment class placement.

While criteria are applied to the formation of each Wollongong North high school's enrichment class, the classes are not designated as Selective classes, nor are the schools identified as partially Selective.

