



PETERSHAM PUBLIC SCHOOL

ENROLMENT POLICY

The Enrolment of Students in NSW Government Schools policy was recently reviewed to better support schools. The revised policy introduces measures for schools with a designated intake area, that are at or nearing capacity, to manage their non-local enrolment applications. These measures are required to ensure that the department can:

- continue to meet its legislative obligation to provide a student an enrolment place at his or her local school and
- better use existing physical assets and minimise the need for demountable buildings to accommodate non-local enrolments. Every school with a designated intake area will have an enrolment cap. The enrolment cap is set centrally and replaces the locally determined enrolment 'ceilings'.

The cap is the number of students that can be enrolled based on the school's permanent accommodation and typical class sizes for the school type. Schools that have exceeded their enrolment cap will not enrol non-local students, unless required by the Director Educational Leadership.

Within this context the following policy guidelines are effective from the commencement of the 2020 school year.

1. Children living within the **local area** will be enrolled in accordance with the policies of the NSW Department of Education (DoE). Parents must provide documentary evidence of their place of residence within the school boundary.
2. The **boundary** of our local area is indicated on maps held in the school office, on the school website and via <https://my.education.nsw.gov.au/school-finder>. The areas identified in School Finder are subject to change.
3. Places in each year will be kept open from the start of the year to ensure access for children who move into the local area during the year. The number of places will be based on historical data and predicted enrolment fluctuations. Places in this **buffer** are not to be offered to non-local students. If Petersham PS is nearing the buffer, the school will follow the 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

100 Point residential Check, from DoE General Enrolment Procedures

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



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4. **Applications for non-local enrolment** will be considered only when there are places available in the school and the enrolment does not create the need for a demountable classroom (Department of Education Policy). Contact will be made with all non-local applicants to obtain further information if required. The school will inform the principal of the student's local school and seek the approval of the Director, Educational Leadership before enrolling the student.

5. **Criteria for selecting amongst non-local enrolment applications** are listed in priority order:

- i Children of staff members.
- ii Sibling(s) already enrolled at the school
- iii Safety and supervision of the student before and after school
- iv Proximity and access to the school
- v Sibling(s) who attended the school in the past.
- vi Compassionate circumstances
- vii Chronological order of date of submission.

6. An **out-of-area placements panel**, in accordance with Departmental policy, will consist of an executive, one staff representative and one parent representative nominated by the Parents and Citizens Association. The panel will consider all applications for non-local enrolment when places are available in the school.

7. **Enrolment of Students with Disabilities**

When students with disabilities are seeking enrolment into regular classes, an appraisal of the students educational and support needs will occur. This may occur as part of a planned transition process, or at the time the enrolment is sought and may involve the school counsellor and other DoE staff.

In determining the most appropriate enrolment options a number of factors will need to be considered including:

- Expressed desire of the parents/caregivers
- Appraisal of educational and support needs
- Capacity to provide the level of support required
- Availability of services at alternative locations

8. **Enrolment of Students who are not Australian Citizens**

Applications for enrolment for students other than Australian citizens, are dealt with under *Guidelines for Schools – Enrolment of Permanent Residents and Temporary Visa Holders* policy issued by the DoE.

Permanent residents enrolled in government schools have access to the same educational provisions as Australian citizens.

Temporary residents and temporary visa holders are subject to the conditions outlined in the above set of guidelines.

9. **Waiting lists** will be established for non-local students and will be current for one year.

10. **Appeals** should be made in writing to the Principal and if not resolved at the local level referred to the Director, Marrickville Principals Network to make a determination.

Beth Morgan
Principal

Revised
February 2022