



Seven Hills North Public School School Policies



Enrolment Policy

General Principles Governing Enrolment

- A student is considered to be enrolled when he or she is placed on the admission register of a school.
- A student should be enrolled in one school only at any given time.
- Children are 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.
- Parents may seek to enrol their child in the school of their choice.
- School local areas are determined by the Department of School Education through a process involving consultation between the Properties Directorate and the district superintendent.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- The policy and criteria should be expressed in plain English, and in community languages where necessary. It should be made clear what consideration will be given to each of the criteria.

In addition to these general principles, there are particular criteria for enrolment in some schools including selective high schools, some specialist high schools, Intensive English Centres, and for some students including international students and students with special learning needs. The decision on where to enrol a student, and with what level of support, will depend on a number of factors, including a 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.

Discrimination in Enrolment

In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Development of a School Enrolment Policy

Each principal, in consultation with the district superintendent and the school community, will develop a written enrolment policy for the school. The policy will be consistent with the following directions.

Enrolment Ceilings

Each school will establish an enrolment ceiling, based on available permanent accommodation.

Demountables are not usually counted towards the enrolment ceiling unless replacement accommodation is under construction.

Enrolment Buffer

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements.

Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. In the case of high schools, the number of students exiting Intensive English Centres should be taken into account, when appropriate. Places in the buffer are not to be offered to non-local students.

In schools where spare accommodation exists, except for enrolments at the commencement of the school year, non-local placements must not generate demand for extra staff or create disruption to school routine.

Placement Panels

In schools where 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 will include at least two staff members, one being an executive staff member.

While there may be consultation with the school council or other school community representative structures, 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 ceiling 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 district superintendent.

Criteria for Non-local Enrolment Applications

Criteria for selecting amongst non-local enrolment applications should be documented and made available, in advance, to parents who are interested in enrolling their children.

Criteria could include factors such as (criteria are listed in a priority order):

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

The principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they request it.

Waiting Lists

Waiting lists may be established for non-local students, if the school is below Department mandated cap levels. Parents should be advised in writing if their child is to be placed on a waiting list and his or her position on it. 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. Where required, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

If the matter is not resolved at the local level a parent may appeal to the Director Educational Leadership who will consider the appeal and make a determination.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Responsibilities of the Principal

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

- preparing an enrolment policy in consultation with the school council
- 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 DEL of enrolment and curriculum trends in the school
- maintaining accurate and complete enrolment data
- establishing an enrolment ceiling to cater for anticipated local demand
- setting an enrolment number (a buffer) to cater for anticipated local demand during the year
- establishing a placement panel when demand for non-local places exceeds available accommodation
- documenting and promulgating 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.

Procedures for Enrolment in Particular Circumstances

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. Schools are encouraged to work collaboratively with parents, caregivers and other relevant personnel to facilitate planning for the important transition process.

Advice and assistance to support schools in this regard are available through specialist district personnel, such as the special education consultant, the early learning program co-ordinator and itinerant support teacher, early intervention.

Kindergarten Enrolment

The principal will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children, including the policy on immunisation.

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age 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 is to ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children.

In larger schools the principal may plan for the enrolments to occur over a number of days with all Kindergarten enrolments being completed by the end of week two of the school year.

Whilst it is the intention that children be enrolled at the beginning of the year, parents who choose to enrol eligible children after the beginning of the school year may do so, up to the end of Term 2.

The principal will enrol in Kindergarten, students on transfer and children reaching the statutory age of six years.

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.

Information is contained in the booklet, Immunisation - An Essential Guide to the New School Entry Requirements, which is available from Student Welfare Directorate.

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 Non-Australian Citizens

Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).

Education is compulsory for non-Australian citizens between the ages of six and fifteen holding a visa granting them permanent resident status and New Zealand citizens holding current New Zealand passports. Outside these ages they may enrol under the same conditions as Australian citizens.

Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions as outlined below:

Temporary Residents

The temporary resident visa allows for the enrolment on a temporary basis of school aged students in a New South Wales government school. Enrolment is only for the period specified on the visa.

Student Visas

A program for full fee paying students operates in New South Wales government high schools. International full fee paying students have their enrolment arranged prior to their arrival and therefore are known to the principal. International full fee paying students each receive a letter from the Department of School Education, International Student Programs, authorising enrolment. Enrolments of international full fee paying students must be arranged through the International Student Programs, Communications and Marketing Directorate.

At this stage international students studying in New South Wales institutions may enrol their school aged dependants at New South Wales government schools. The child dependant can only be enrolled while a parent is studying in New South Wales and the enrolment must not exceed the period stated on the visa. The student must present with a dependant and Student Visa.

Exchange Students

Exchange students enrol in NSW high schools for a period of one to twelve months on student visas. Their enrolment is arranged with the principal by the exchange organisation prior to their arrival. Enrolment is at the discretion of the principal.

Visitor Visas

Visitor Visas include business visitors, medical treatment visitors and tourists.

A student on a Visitor Visa may be able to enrol for a maximum period of three months which cannot be extended. Students on Visitor Visas must arrange their enrolment through the Department of School Education's International Student Programs, telephone (02) 9561 8209, facsimile (02) 9561 8613.

Under Commonwealth Government regulations, international students holding temporary visas have a lower enrolment priority than Australian citizens, permanent residents and approved temporary residents. If students on visitor visas directly approach a school they should be referred to International Student Programs for their application to be evaluated. All enquirers should be advised that tuition fees are likely to apply.

Bridging Visas

Non-Australian citizens are granted a bridging visa if they have an undetermined application for a substantive visa before the Department of Immigration and Multicultural Affairs (DIMA). Bridging visas come into effect when the initial substantive visa has expired. Prospective students on bridging visas may be enrolled if the visa states that the holder has work rights.

Refer to Memorandum to Principals 95.043, Enrolment in NSW Government Schools of Students from Overseas Countries, 23 May 1995 and the accompanying booklet, Conditions for Enrolment of Non-Australian Citizens in NSW Government Schools, available from Communications and Marketing Directorate.

Transfer Applications

Students from other government or non-government schools, interstate and New Zealand may be enrolled by their local or non-local school consistent with this policy. The assistance of the school counsellor or year adviser (in the case of secondary students) may be required to establish the appropriate year and level of study.

In 1989 the Australian Education Council (AEC), now Ministerial Council on Education Employment Training and Youth Affairs (MCEETYA), endorsed a number of recommendations from the report on mobility issues for students transferring from one State to another.

It was agreed that where it can be demonstrated that a child has been enrolled in a formal education program in one State and would be disadvantaged, on transfer, by not being permitted to enrol under the policy of the other State, consideration for enrolment must be given.

When students transfer from one New South Wales government school to another, a Student Transfer Certificate must be completed.

Principals should make every effort to secure the transfer certificates for transferring students from government schools. This will ensure that no student is enrolled in more than one school at any one time and that student movement is effectively monitored.

Refer to School Attendance, Policy and Procedures 1991, available from Student Welfare Directorate.

Short Term and Part-time Attendance of Students

A student should be enrolled in one school only at any given time. For a variety of reasons, such as parents visiting a locality for a brief period or a student being involved in an integration program, a student enrolled at a particular school may need to attend another school for a short period of time.

Where this period is no more than one term, or in the case of a student involved in a special placement of no more than 2.5 days per week, the student should not be enrolled, but regarded as being on a short term attendance. The home school should maintain the student's name on an attendance register, with a note to the effect that the student is attending another school.

The school the student attends for a short term (the host school), must keep a record of the student's attendance and notify the home school at the end of the stay or, in the case of part-time attendance, at the end of each term.

Specialised Programs

For various reasons a student enrolled at a particular school may need to attend a specialised program at another school or support unit for a period of time or part time. Such programs include support classes for students with behaviour disorders and emotional disturbance, hospital schools and students visiting Stewart House or the Royal Far West School.

Such students remain enrolled in their home schools. It is the responsibility of the principal or the senior officer of the specialised program to ensure that an attendance register is kept and that all students attending the specialised program are recorded on this register. A copy of the student's attendance record should be forwarded on a regular basis to the home school, as stated above.

Refusal of Enrolment

Principals may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour.

Enrolment Data

Information needs to be recorded about each student enrolled at the school:

- to comply with legal requirements
- for school administrative purposes
- for resourcing, accountability and reporting requirements.

Enrolment Forms

Information should be collected from parents about each student enrolling at the school. OASIS enrolment forms are used for collecting the required information from parents. Parents' signatures are required on the forms to certify that the information provided is correct.

To assist families and school staff members responsible for enrolment, the Department has produced bilingual student enrolment forms.

Register of Enrolment

The Education Reform Act 1990 states that schools must keep a register, in a form approved by the Minister, of the enrolments ... of all children at the school. Page 12, Section 24.

An effective enrolment register must include as a minimum:

- the student's name and address
- birth date, gender and country of birth
- 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.

Recording of students within ERN is the Department's recommended means for maintaining an enrolment register.

Students attending the school on a short-term (less than one term) or temporary basis should not be enrolled, and may only be entered on ERN if they can be distinguished from regular enrolments. Such students should maintain their enrolment at their home school for the duration of their short-term or temporary placement.

Resourcing, Accountability and Reporting

The enrolment return submitted by schools in February each year forms the basis for the calculation of schools' staffing entitlements and global funding.

Principals have an obligation to ensure that the enrolment information on the return is complete and supported by adequate enrolment and attendance documentation to meet accountability and audit requirements.

Principals are responsible for certifying the accuracy of the school enrolment return and must ensure that the students included in the return are those:

- present on the day of the completion of the return
- although absent from the school on the day, have had some attendance in the current year and have not informed the school that they are leaving
- although absent from school on the day, advice in writing has been received from the parent or guardian, or formal record of parent interview, to state that the student will be returning before the conclusion of term one.

Other enrolment information, including age/grade, NESB and ATSI data, provided on the Term 1 and Mid-year census, provides data for resourcing for specific programs, obtaining Commonwealth funding and national reporting.

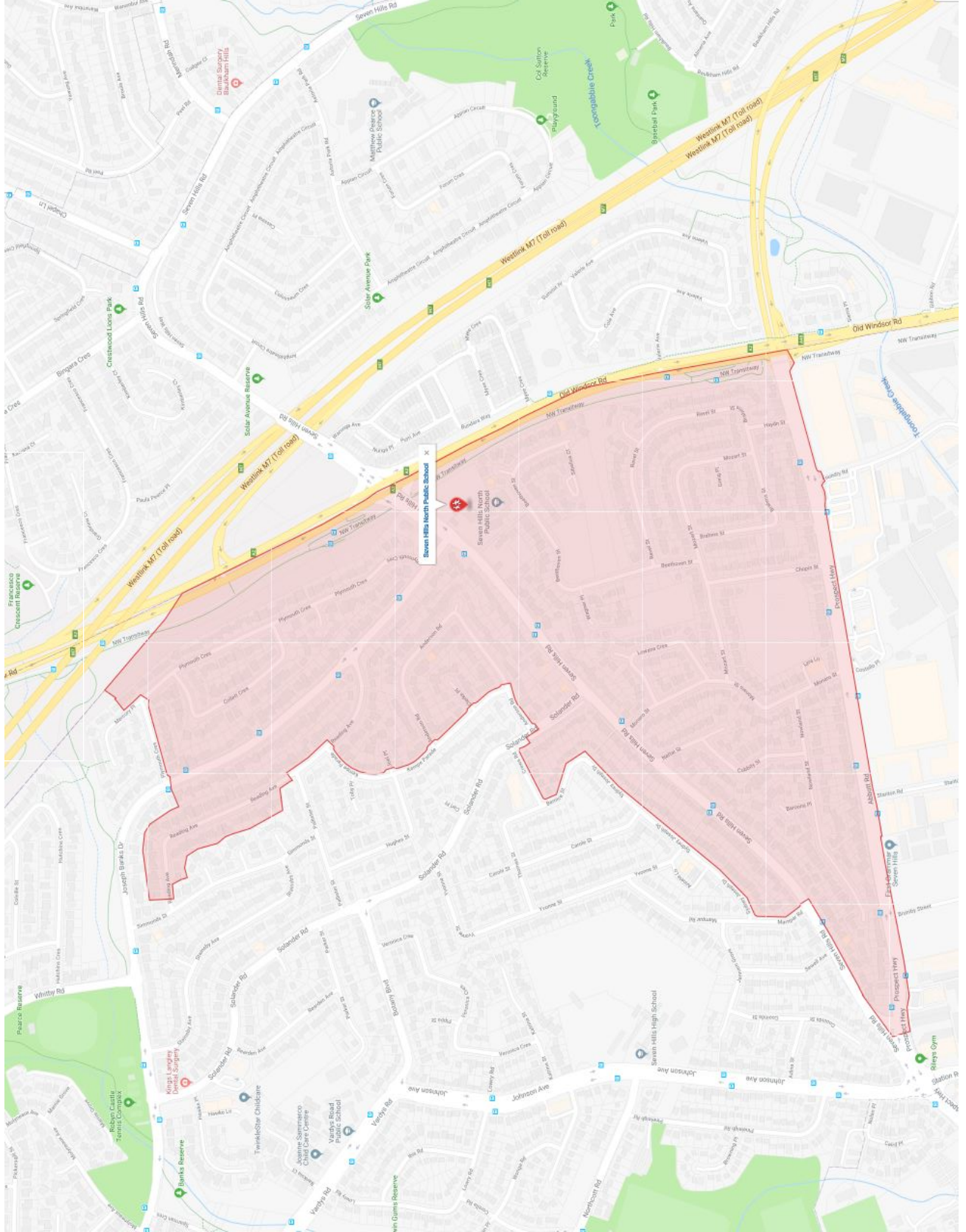
Student enrolment information and the enrolment returns are subject to regular review as part of the school audit process by the Audit Directorate.

Appendices

1. Map of Catchment Area
2. Summary of Non-Local Enrolment
3. Acceptable Proof of Address
4. Enrolment Application – Non Local

APPENDIX 1

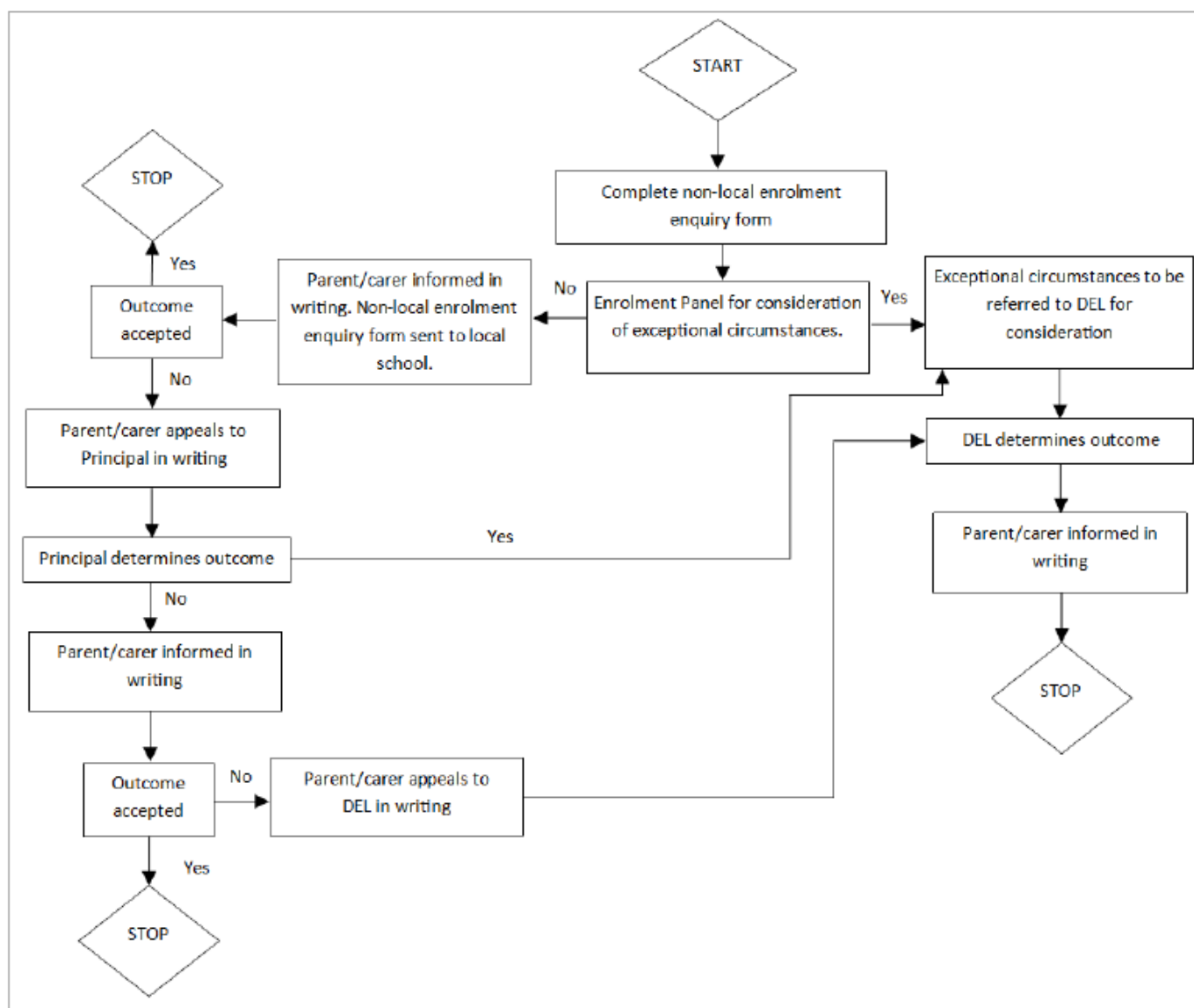
Catchment Map (as at 1/10/2018)



APPENDIX 2

Summary of Non-local Enrolment Procedures

For non-local enrolments, collaborative discussion with the local school Principal facilitates a consultative approach to addressing the enrolment needs of students in accordance with the General Enrolment Procedures, July 2019.



Enquiry

Prior to an application an enquiry is made either in person or over the phone. The office team will note the reasons for the non-local enrolment enquiry on the form, refer page 2. The parents/guardians will be advised their contact details will be provided to the local school to enable follow up as per the Departments of Education's enrolment policy.

Application

Non-local enrolment applications include the Application to enrol in a NSW Government school and a non-local enrolment application form. The non-local enrolment application form is developed by the school and requires the applicant to address the selection criteria and provide supporting documentation. A copy of the non-local application is available from the school's administration office.

Non-local enrolment

Non-local enrolment applications are considered by the school's enrolment panel reflective of the school's locally developed enrolment policy in line with the Department of Education's General Enrolment Procedures, July 2019.

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>

APPENDIX 4

Non-Local Primary School Placement Information for Parents

Please read carefully before completing the form

Application

Non-local enrolment applications include the Application to enrol in a NSW Government school and a non-local enrolment application form. The non-local enrolment application form is developed by the school and requires the applicant to address the selection criteria and provide supporting documentation. A copy of the non-local application is available from the school's administration office or online at:

<https://enrol.education.nsw.gov.au/#/?schoolCode=3053>

Non-local enrolment

Non-local enrolment applications are considered by the school's enrolment panel reflective of the school's locally developed enrolment policy in line with the Department of Education's General Enrolment Procedures, July 2019.

Criteria for Non-local Enrolment Applications

Criteria for selecting amongst non-local enrolment applications should be documented and made available, in advance, to parents who are interested in enrolling their children.

Criteria could include factors such as (criteria are listed in a priority order):

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

The principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they request it.

Waiting Lists

Waiting lists may be established for non-local students, **if the school is below Department mandated cap levels**. Parents should be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list should reflect realistic expectations of potential vacancies. Waiting lists are current for one year.

**Application for
Non-Local Primary School Enrolment**

Student Information

Family Name: _____ Date of Birth: ___/___/___

Given Name(s): _____ Gender: _____

Address: _____

Suburb: _____ Postcode: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Parent/carer name: _____

Relationship to student: _____

Current school: _____

Current scholastic year (K-12): _____

Non local school placement request

Proposed scholastic year (K-12): _____ Proposed date for enrolment: ___/___/___

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria [published at <https://sevenhilln-p.schools.nsw.gov.au/about-our-school/enrolment.html>], and attach supporting documentation:

Please outline any special circumstances that relate to your child's out-of-area application. (Please limit to the space provided)

When considering this application, we may ask for more information, supporting documents, or arrange an interview.

Signature of parent/carer: _____ Date: ___/___/___

Designated local school: _____