



ENROLMENT GUIDELINES

Rationale and General Principles

The Education Reform Act 1990 requires students between the age of six and seventeen to be enrolled at a government or registered non-government school and to attend school on each day that instruction is provided, or to be registered for home schooling. It is the duty of the parent or carer of the student to ensure these obligations are fulfilled.

The general principles governing the enrolment of a student at public schools include the following:

- *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.*
- *Schools are required to set an enrolment cap and buffer 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 written guidelines which state 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.*

In the context of the above principles no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

The enrolment of students at Woollahra Public School is consistent with the principles and practices outlined in the Department of Education's *Enrolment of Students in NSW Public Schools Policy*. A full copy of this document can be found at:

<https://policies.education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

Context

Woollahra Public School has a designated intake area called a catchment or enrolment area. Students residing within the catchment are eligible to attend Woollahra Public School. See Appendix 1 for a map of the school's local area. It is recommended that all prospective families check that their specific address is in our local area by using the Department of Education's School Finder tool. This can be found at:

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

Enrolment Cap and Buffer

The Department of Education does not provide additional accommodation (permanent or temporary) for increased enrolments resulting from non-local placements.

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. A current enrolment cap for Woollahra Public School has been established at 698 students (29 permanent teaching spaces with an average of 24 students per class). Once this number of enrolments has been reached, in general, children who do not live within the designated intake area will not be enrolled.

An enrolment buffer is used to plan for and accommodate local students arriving throughout the year. The buffer is determined using the number of students identified in the school's enrolment cap. Woollahra Public School's enrolment buffer is set at 3% of the total school population. This size of the buffer is based on historical data and enrolment fluctuations.

Local Enrolments

A student is entitled to enrol at Woollahra Public School if the child's permanent and principal place of residence is situated within the designated local enrolment area and provided that they:

- will have turned five years of age on or before 31 July in the year which they seek enrolment;
- can be provided with the appropriate level of support (in the case of students with disabilities or special learning needs);
- are not under suspension or expulsion from another school;
- are not restricted by court or Department of Communities and Justice orders which may prohibit their enrolment.

Proof of Residency

To determine a child's eligibility to attend Woollahra Public School, proof of residency documents will need to be provided to establish the child's address.

Acceptable documents show the full name of the parent and the address of the parent or carer with whom the child lives. Staff in school's 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 stored securely.

A 100-point residential address check will be used to determine a child's eligibility to enrol. See Figure 1.0:

Figure 1.0: 100-point residential address requirements

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. Driver's license 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 3 months old

It is important to be aware of the following paragraph contained in the Department of Education Application to Enrol:

Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

Applications for Enrolment

Applications for enrolment can be submitted by downloading and completing an Application to Enrol or by completing an online application (preferred method) via the following link:

<https://woollahra-p.schools.nsw.gov.au/about-our-school/enrolment.html>

Additional documentation required as proof of the child's identity, age and immunisation status are:

- Child's Birth Certificate or passport (originals of these documents need to be sighted)
- Child's Immunisation Records
- Family Law or relevant court orders (if applicable)
- Health Care Plans (if applicable)

Kindergarten Enrolment

For students entering Kindergarten, there may be a requirement that the child's principal place of residence be reconfirmed at the commencement of the school year prior to the child's first day of attendance.

Applications for enrolment into Kindergarten are accepted in the year prior to the child starting school. Waiting lists are not established prior to this. A comprehensive transition program runs from May through to November in the year prior to Kindergarten and comprises school tours, an enrolment interview, a playgroup session, an information evening, orientation visits and an individual literacy/numeracy assessment prior to starting school.

Non-Australian Citizens

Non-Australian citizens holding a visa granting permanent residence, New Zealand citizens holding a current New Zealand passport and permanent residents of Norfolk Island are eligible for enrolment and are not liable to pay the Temporary Visa Holders Education Fee. The school must sight the originals of passports and other travel documents and record the details of these documents before enrolment. Applicants in this category are required to be permanently residing in the designated intake area at the time of making an application to the school.

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. 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).

Opportunity Class Enrolments

Learning programs at Woollahra Public School include a specialist setting of four Opportunity Classes for High Potential and Gifted Stage 3 students. This caters for 120 students with a new intake of 60 Year 5 students each year. Enrolment into these classes is determined by processes set down by the Department of Education's High Performing Students Unit and involves an external state-wide exam and a process of collecting assessment information from the school in which students who apply are currently enrol. This process occurs in Year 4 for entry into Year 5 the following year and is conducted completely independently of Woollahra Public School. Students from any geographical area may apply and are eligible to enrol providing they are placed on the priority list as determined by the Department of Education.

Offers of enrolment are generally made in October of the year preceding enrolment into Year 5 with an orientation day being held for new students in November.

Enrolment at Woollahra Public School does not give children priority for placement in the Opportunity Classes in Years 5 and 6.

Please note:

Siblings of non-local Opportunity Class students will not be automatically enrolled. Families will need to follow the procedures for non-local placement.

Non Local Enrolments

The school community acknowledges that parents may seek to enrol their child in a school outside of their local enrolment area. A non-local enrolment is a student whose permanent and principal place of residence is beyond the designated intake area.

A non-local application to Woollahra Public School may be considered if:

- the school has not exceeded the enrolment cap
- the school is not reached the enrolment capacity as designated by the enrolment buffer
- there are exceptional and compelling circumstances as deemed by the Non-local placement panel

If our school is **at capacity or exceeding the enrolment cap** we will not accept non-local enrolment applications.

If our school is **near its buffer**, then the school will form a non-local enrolment panel to assess applications. These applications will only be considered if the school is within its enrolment cap or if there are exceptional circumstances.

Criteria for Non Local Enrolments

Criteria for assessing non-local enrolment applications may include one or more of the following factors. The factors are not listed in priority order. Each application will be considered in relation to the criteria listed below:

- ***Siblings currently attending the school***
- ***Exceptional and compassionate circumstances***
- ***Proximity and access to the school***
- ***Medical reasons***
- ***Safety and supervision of the student before and after school***
- ***Special interests and abilities***
- ***Structure and organisation of the school***

After classes have been formed for the year, non-local applications may be considered if:

- the enrolment cap and buffer have not been reached and/or
- there is room in a suitable class as deemed appropriate by the Principal; and
- no reorganisation of programs, staff and classes is required.

Non-local families should submit a one page letter with the enrolment form to support their application and outline how their application meets the criteria.

Non Local Placement Panel

The non-local enrolment panel will be established and consider non-local enrolment applications when the number of non-local applications received exceeds the number of places available below the buffer. The non-enrolment panel will include the Principal (chair), one member of staff and one school community member as nominated by the Parent's and Citizen's Association. The Principal will have the casting vote if required. The panel will assess and make

recommendations on all non-local enrolment applications. While there may be consultation with the P&C, 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. In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application and supporting documentation. The decisions made by the placement panel must be made within the context of the agreed enrolment cap and the buffer retained for local students arriving later in the year. The placement panel will record all decisions. The panel will operate within the guidelines of the Privacy Act and all information will be kept confidential.

For enrolment in the following year, the panel will meet in mid to late September. The panel will also meet once a term for placement for the following term unless there are exceptional circumstances.

Non-local Kindergarten applicants for the following year will be informed of the availability for enrolment place once there is certainty on the number of local enrolment applicants. This will typically be by the beginning of November in the year prior to the commencement of Kindergarten.

Waiting List

Waiting lists will be established for non-local students if the school is close to its enrolment cap. Parents will be advised in writing if their child is to be placed on a waiting list. The size of the waiting list will reflect realistic expectations of potential vacancies. Waiting lists are current for one calendar year only.

Appeals

If a parent or carer wishes to appeal against the decision of the school placement panel, the appeal should be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved, the Director, Educational Leadership will consider the appeal and make a determination. The Director will consult with the Principal and the school community, as necessary. The purpose of the appeal is to determine whether the stated process and criteria have been applied fairly.

Policy Review

These guidelines have been developed in consultation with the staff and parent community at Woollahra Public School. The guidelines will be reviewed annually ensuring consistency with Department of Educational policy and in consultation with the Woollahra Public School Parents and Citizen's Association. The most current version of the guidelines will be available on the school's website or from the school administration office.

Guidelines reviewed and ratified June 2021

Presented to Woollahra Parents and Citizen's Association and ratified June 2021

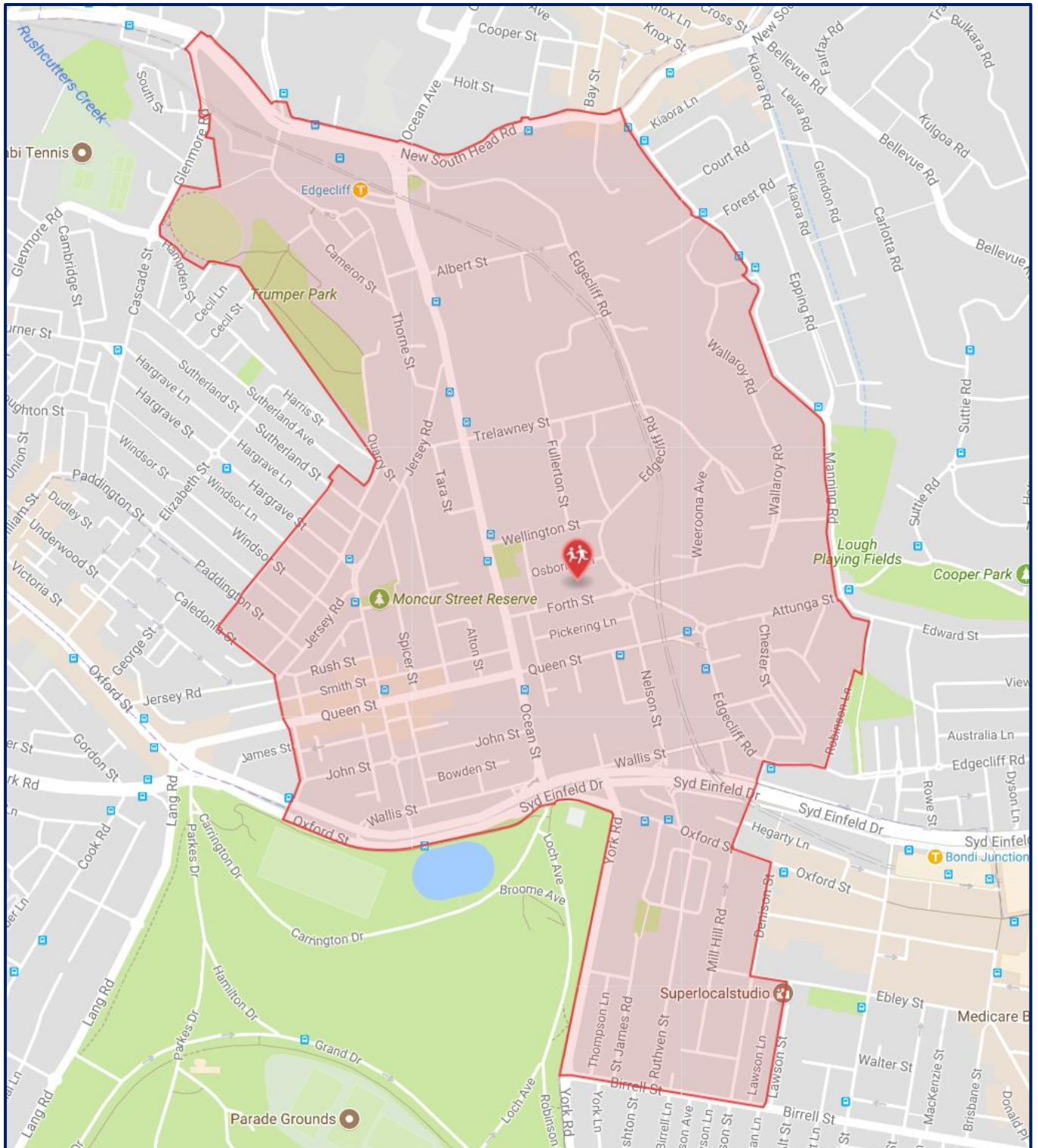


Appendix

Appendix 1 – Local Catchment Map

The current Woollahra Public School catchment area is shown in the map below. This map shows the designated area for students who live in our local area and are eligible for enrolment at the school. It is recommended that all prospective families check that their specific address is in our local area by using the Department of Education’s School Finder software. This can be found at:

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



Appendix 2 – Non Local Enrolment Application Form

Application for non-local enrolment

Student and Family Details

Student Name: _____ Date of Birth: _____

Address: _____

Parent Name/s: _____

Phone: _____

Local In-Area School: _____

Current school (if applicable): _____

Current scholastic year (K-6): _____

Non-local school placement request

Proposed scholastic year (K-6): _____ Proposed date for enrolment: _____

Please provide reasons for your application for non-local enrolment, based on the school’s selection criteria (see Woollahra PS Enrolment Guidelines for Criteria):

A letter may be attached if more space is required.

Signature of parent/carer: _____ Date: _____

School use only

Date received: _____

Date of meeting: _____

Approve / Not Approved

Reason for Decision:

Parents advised on: _____

Notes: _____
