



ENROLMENT POLICY

Scotts Head PS enrolment policy is based on New South Wales Department of Education ("NSW DoE") guidance set out in [Enrolment of Students in Government Schools: A Summary and Consolidation of Policy](#)

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

Introduction

Any child between the ages of six and seventeen is required to be enrolled at a government, registered non-government school or training, and is to attend 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 that these obligations are fulfilled.

General Principles Governing Enrolment

A student is considered to be enrolled when he or she is placed on the admission register of a school. 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.

Scotts Head Public School's intake area is determined by the NSW Department of Education and Communities, the Properties Directorate and the School Education Director.

A map of the intake area is available at our school.

No person will be discriminated against enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Kindergarten enrolment applications for the following year are accepted at any time throughout the school term.

Local Enrolment Applications

A student whose address falls within the designated intake area will be entitled to enrol at Scotts Head Public School in accordance with the policies of the NSW Department of Education and Communities.

Proof of residence is required to substantiate the application. The school must sight original documentation of either Council Land Rates or Rental Lease Agreements.

Two other documents must also be provided. Water rates, Gas account, Electricity account or Medicare account are the acceptable forms of documentation.

All documents must be in the parent/s name and will be confirmed by the school.

Children may enrol for Kindergarten if they turn five years of age on or before 31 July in that year. Original documentation providing proof of age is required. Either birth certificate or passport can be used to provide this information. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.

All parents enrolling children must produce a proof of immunisation status. Parents can find out more by reading the NSW HEALTH guidelines regarding procedures for a child who is not immunised.

An interview with the Principal or delegated executive member will be held with all new enrolments. A checklist form will be completed during the interview to determine any special needs including ESL and funding support for disabilities.

Non Local Enrolments

Applications for non-local enrolments will be considered only when there are places available in the school depending on the enrolment ceiling. Parents must complete an application for non-local enrolment and submit this to the school. Contact will be made with all non-local applicants to obtain further information if required.

The criteria for selection amongst non-local enrolment applications include the following factors (not listed in any priority order):

- Availability of appropriate staff and permanent classroom accommodation
- Proximity and access to the School
- Siblings already enrolled at the School
- Parent works within the School's designated local intake area
- Medical reasons
- Safety and supervision of the student before and after school
- Availability of subjects or combinations of subjects
- Special interests and abilities compatible with the School's educational philosophies and programs
- Compassionate circumstances
- Structure and organisation of the school
- Student welfare needs

Criteria will be applied equitably to all applicants.

Enrolment Ceiling

Scotts Head Public School has an established enrolment ceiling in regards to being able to offer enrolments to Non Local Enrolments, based on available permanent accommodation. Primary schools figure is 25.67 students per permanent teaching space to determine the ceiling figure. Demountable buildings are not counted towards as permanent building; our school has a ceiling cap of 51.34 students as we have 2 permanent buildings.

Waiting Lists

A waiting list will be established for non – local students. All applications received will be dated and numbered. This will be used when considering non local area applications. Parents will be advised by telephone and confirmed in writing of the outcome of their application. Parents will be informed if their child is to be placed on a waiting list and his/her position on the list. Waiting lists are current for one calendar year only.

Placement Panel

A Placement Panel will consider all non-local applications and make recommendations on enrolment. The composition of the panel will include the Principal, Assistant Principal, a classroom teacher the school administrative manager and one school community member nominated by the School's P & C organisation. The panel will be chaired by the Principal who will have a casting vote.

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. The Principal will seek to resolve the matter.

If the matter is not resolved at the local level the School Education Director will consider the appeal and make a determination. The School Education Director will consult with the Principal as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

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).

Non – Australian citizens holding a temporary visa are subject to specific enrolment conditions.

It is a requirement of Seven Hills Public School that all enrolments of students on temporary visas are to seek authorisation via the Temporary Visa Holders Unit. Approval by the unit and sighting of original documentation must be submitted with the application to enrol. Non – Australian citizens seeking enrolment at Seven Hills Public School will be required to follow the guidelines for both local and non-local enrolments set out in this policy.

Policy reviewed April 2017

Further Information Further information regarding policies and procedures applicable to the enrolment of children in government school are set out in *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy* available through the "Our Policies" section of the New South Wales Department of Education's web site <https://www.det.nsw.edu.au>