



PAGEWOOD PUBLIC SCHOOL STUDENT ENROLMENT PROCEDURES

RATIONALE:

The government school system in New South Wales provides high quality education for all students. The Education Reform Act 1990 outlines the objects of education and the legal requirements of compulsory schooling.

Enrolment at Pagewood Public School is guided by the [Enrolment of students in NSW Government school policy](#) in conjunction with the [General Enrolment Procedures \(2018\)](#) document.

Kindergarten enrolment applications will be accepted from the beginning of Term 2 prior to the year of anticipated enrolment. Enrolment applications for other grades and current Kindergarten students will be accepted at any time throughout the school year.

1. General Principles Governing Enrolment

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.

Students identified as gifted and talented, who are aged 4 years or older at 31 January of the year of enrolment may only be enrolled in accordance with the Gifted and Talented policy. 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.

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 local intake area for Pagewood Public School may be accessed through the School Finder tool as above.

Reasonable adjustments are made to enable students with a disability to apply for enrolment on the same basis as students without a disability. Further information is available from Disability, Learning and Support.

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. 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 should use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

Pagewood Public School is at their local enrolment cap. Pagewood Public School uses the 100-point residential address check as detailed below.

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. 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.

3. Enrolment Applications

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. The school will notify parents of the result of their application. Further information for parents is available on the [Enrolment website](#).

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. Pagewood Public School is currently at 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).

4. Short-term attendance

There may be circumstances that require a student enrolled in a census school to attend a host school for a short period of time. An example is where parents are visiting a locality for a brief period or an integration program.

Students are not required to enrol and are considered as short-term attendees for:

- a period less than one term, or
- a placement less than 2.5 days per week.

5. Information on student behaviour

Principals who identify safety concerns for a prospective student are able to collect relevant information for a risk assessment and to develop a management strategy, from the following sources:

The enrolment application form containing information relating to a student's history, including special circumstances (such as being in out of home care, subject to bullying by others or living apart from parental supervision), potential risks of harm, suspension, expulsion and violence issues. The form gives parents the opportunity to provide schools with information to facilitate a supportive and safe transition to school, which may include planning for personalised learning and support or other strategies to meet students' needs. This information is entered and stored on the enrolment register.

Response to a request for student background form used for information exchange between schools. Principals must have 'reasonable grounds' for making requests, such as the identification of safety concerns from the enrolment application form or in discussions with the student, parents or other professionals. The text in this form cannot be amended for legal purposes and the form must be treated as a confidential communication and only disclosed to third parties for a lawful purpose and stored securely.

Information from organisations other than schools (for example, a health care professional working with the student).

Court orders and other relevant documents provided on enrolment, and School counsellor/psychologist's advice to principals about the enrolment of a student with a history of violence. Principals assist the prompt exchange of information between school counsellors/psychologists about students with a history of violence. This will facilitate the advice a school counsellor/psychologist is required to provide the principal in relation to the enrolment application.

6. Managing enrolments in schools

A student is 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. Acceptance is subject to the child being eligible to attend and the school can accommodate the child.

7. Enrolment cap

An enrolment cap for a school is established centrally, based on available permanent accommodation. Pagewood Public School has reached its enrolment cap.

8. Local enrolment buffer

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. The size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area.

The size of the local enrolment buffer is set locally by the principal and approved by the Director, Educational Leadership. It is reviewed annually and set in time for assessing applications for the following year's enrolment intake. Places in the local enrolment buffer are not to be offered to non-local students. The buffer for Pagewood Public School is set at up to 10% of the school's student population.

9. Non-local enrolment

Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level. In determining whether the school can accommodate a child the principal considers:

- the child's age
- the type of school
- the resources of the school
- the existing number of permanent classrooms and other facilities at the school.

In schools where demand for non-local enrolment exceeds the number of available places below the enrolment buffer, the school must develop non-local enrolment criteria and establish an enrolment panel to consider and make decisions on all non-local enrolment applications.

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.

10. Enrolment panel

The composition of the enrolment panel is determined locally and will consist of one executive staff member to chair the panel and at least one teaching staff member nominated by the principal and one school community member nominated by the school's parent organisation. Applicants for non-local enrolment must be advised that the panel will include a school community member and all panel members should be asked to confirm they have no conflict of interest when considering the application. The principal is not on the enrolment panel.

Criteria for the enrolment of non-local students at Pagewood Public School has been developed by the principal after consultation with the school community. The criteria includes in priority order:

1. siblings of students currently enrolled at the school
2. exceptional or compassionate circumstances
3. safety and supervision of the student before and after school

The panel considers non-local enrolment applications in a timely manner. In considering applications, the panel assesses only the information and supporting documentation presented on the non-local enrolment application form, available from the school. The decision made by the panel must take into account the enrolment cap and the buffer retained for local students arriving later in the year. The panel records all decisions and keeps minutes of meetings which are to be available on request by the principal and Director, Educational Leadership.

The chairperson ensures that the established criteria are applied equitably to all applicants. The school will notify parents of the result of their application. Parents may request a written explanation of the decisions of the panel.

Waiting list

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies.

Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably. The principal considers the appeal and makes a determination. The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.

Pagewood Public School local intake catchment

To find out if your residence is in the Pagewood Public School catchment area go to the School Finder link: <https://education.nsw.gov.au/school-finder>





PAGEWOOD PUBLIC SCHOOL
STUDENT ENROLMENT
NON-LOCAL INTAKE APPLICATION

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 as below and attach supporting documentation:

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Signature of parent/carer: _____

Date: ___/___/___

School use only

Date received: ___/___/___ Places available: _____

Parents advised on: ___/___/___

Designated local school: _____

Notes: _____



PAGEWOOD PUBLIC SCHOOL ENROLMENT ENQUIRY

Date of Enquiry _____

Student's Name _____ Date of Birth _____

Scholastic Year this year _____

Parent/Guardian's Name: _____

Phone contact details: Home _____ Mobile _____

Current residential address

To be completed by staff member taking enquiry:

Proof provided of residential address YES/NO

In area enrolment

Out of area enrolment

Temporary Resident YES/NO

Additional Information:

Appointment time with Principal _____

Completed by _____

To be completed by the Principal:

Action _____

Outcome

Reason _____

Date _____