



# Earlwood Public School

## Enrolment Policy

### Enrolment Principles and Guidelines

The enrolment of students at Earlwood Public School is consistent with the Department of Education (DoE) policy and General Enrolment Procedures (2019), with particular attention to the following principles:

- 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 the child is thereby eligible to attend. This is in accordance with the policies of the DoE and consistent with the School Catchment Map from the DoE Demographer.
- 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 DoE procedures and the Gifted & Talented policy.
- All children, including those with special needs, will be enrolled in accordance with criteria and procedures as outlined in DoE policy.
- In the context of the above principles and their application, no person will be discriminated against in the enrolment on the grounds of gender, age, race, religion, ethnicity or disability, sexual preference or marital status.

### Enrolment Processes and Procedures

Students are enrolled at Earlwood Public School in accordance with the guidelines of the NSW Department of Education. A student is entitled to enrol at Earlwood Public School if the child's permanent and principal place of residence is situated within the designated intake area and the child is eligible to attend school.

### Enrolment Cap

- Earlwood Public School has 30 permanent classroom spaces and the total Enrolment Cap is 693.
- Once this number of enrolments has been reached, in general, children who do not live within the designated intake area, will not be enrolled.
- No additional accommodation will be provided to cater for an increase in non-local enrolments.

### 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 buffer is based on historical data, enrolment fluctuations and on the number of families moving into the area. At Earlwood Public School the buffer has been set at 20 places.
- In general, places in the buffer will not be offered to non-local students unless there are exceptional compassionate grounds.

### Proof of Residency

- The school will seek evidence demonstrating that the child's place of residence is within the designated intake area and uses a 100-point residential address check to determine student's entitlement to enrol at the school.
- A child enrolling at Earlwood Public School is required to live with his/her parents or legal guardians. Staying with a relative or friend does not qualify a child as "a resident". Proof of Guardianship must be supported by the relevant papers endorsed by the Family Court of Australia.
- Please be aware of the following paragraph on the front page of 'Application to enrol in a NSW government school' which states: '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.'

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"> <li>1.1. Council rates notice</li> <li>1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt</li> <li>1.3. Exchanged contract of sale with settlement to occur within the applicable school year</li> </ul>	40
2. Any of the following <ul style="list-style-type: none"> <li>2.1. Private rental agreement for a period of at least 6 months</li> <li>2.2. Centrelink payment statement showing home address</li> <li>2.3. Electoral roll statement</li> </ul>	20 each
3. Any of the following documents <ul style="list-style-type: none"> <li>3.1. Electricity or gas bill showing the service address*</li> <li>3.2. Water bill showing the service address*</li> <li>3.3. Telephone or internet bill showing the service address*</li> <li>3.4. Drivers licence or government issued ID showing home address*</li> <li>3.5. Home building or home contents insurance showing the service address</li> <li>3.6. Motor vehicle registration or compulsory third party insurance policy showing home address</li> <li>3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this</li> </ul>	15 each

### Non-local Enrolment

Non-local siblings are no longer assured of placement within the school. The criteria for Non-Local Enrolment applications are noted below in priority order:

- A sufficient enrolment buffer exists for eligible in-area enrolments and the school is within its enrolment cap
- Availability of appropriate staff and permanent accommodation
- Siblings already enrolled at the school
- Compassionate circumstances
- Safety and supervision of the students before and after school

### Enrolment Panels

- Where the demand for non-local enrolment exceeds the number of available places below the enrolment buffer, an enrolment panel will be established to consider and make decisions on non-local enrolment applications.
- The composition of the panel will consist of one executive staff member to chair the panel, at least one teaching staff member and one nominated school community member.
- The panel considers non-local enrolment applications against the set criteria 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.
- When the enrolment level is close to the local enrolment buffer, the principal will inform the principal of the child's local school and seek approval from the Director, Educational Leadership before making an offer to enrol the child.

### Waiting Lists

- Waiting lists will be established for non-local students and be current for one year. Parents will be advised if their child is to be placed on a waiting list and his or her position on it. Parents with children on waiting lists will be issued a copy of the Earlwood Public School Enrolment Policy.

### Appeals

- The purpose of an appeal is to determine whether the stated criteria have been applied equitably. Appeals against a decision of the Enrolment Panel should be made in writing to the Principal. The Principal will consider the appeal and make a determination. The parent will be advised of the outcome in writing. If the matter is not resolved at a school level, the final level of appeal is Director Educational leadership.



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