



# SCARBOROUGH PUBLIC SCHOOL PROCEDURES FOR THE ENROLMENT OF STUDENTS AT SCARBOROUGH PUBLIC SCHOOL

## PREAMBLE

Scarborough Public School is located just South of the Seacliff Bridge, perched on the cliff between the escarpment and the ocean. Our school provides a quality, future-focused public education for students from a cluster of Wollongong's Northern communities, including Scarborough, Wombarra and Coalcliff.

As a small school, we take pride in ensuring that every student is seen, heard and valued for who they are, supporting their growth with differentiated learning opportunities aimed at their specific level of need. Our size allows for a nimble and flexible approach to learning, with a strong focus on innovative practice supported by current research and evidence. We approach our teaching with high expectations and a big-picture focus, integrating learning across all curriculum areas, underpinned by a strong literacy and numeracy foundations.

There is a need to ensure Scarborough Public School is the school of choice for all families who reside within the school boundaries as set by the Department of Education (DoE). At Scarborough Public School, we firmly believe that your local school is your best school, and out-of-area enrolments are only considered in exceptional circumstances, in accordance with Department of Education policy.

These procedures have been informed by Enrolment of Students in NSW Government Schools Policy statement at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools> and General Enrolment Procedures at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf/>

## 1. CONTEXT

The Education Act 1990 governs enrolment in a NSW Government school. This is complemented by anti-discrimination legislation. In addition, the duty of care and work health safety, privacy and child protection legislation apply to enrolment in a NSW Government school.

1.1 The [Education Act 1990](#) establishes:

- the right of every child to receive an education
- the State's duty to ensure students receive high quality education through the provision of public education
- a compulsory schooling obligation upon parents to ensure students of compulsory school age are enrolled and in attendance at a government school or a registered non-government school, or registered for home schooling.

1.2 This policy should be read with the [General Enrolment Procedures \(PDF 314.76 KB\)](#) and the [Going to a public school – Enrolment](#) website. Additional enrolment and attendance information is contained in the [School Attendance Policy](#) and the [Distance Education Enrolment Procedures \(PDF 253.85 KB\)](#).

1.3 In accordance with anti-discrimination legislation, no student will be discriminated against including on the grounds of their race, religion, gender, age, ethnicity, language background, disability, caring responsibilities, sexual orientation, transgender status and marital or domestic status, when enrolling in NSW Government schools.



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## 2. ENTITLEMENT TO ENROL

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. Enrolments for Kindergarten are due by the end of Term 2 of the preceding year.

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.

### ELIGIBILITY

Eligibility to attend a school may depend on:

- age
- **residency status** – visa category and subclass, e.g. temporary residents are eligible for enrolment for the period of a current visa and only when fees are paid, if no exemption applies.

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 school finder tool is located at <https://education.nsw.gov.au/school-finder>.

Changes to a local intake area might result in a family with a child/children currently enrolled and in attendance at the school as local students consequently residing outside the local intake area. These families will retain the entitlement to enrol siblings at the school. This does not apply to families with a child/children currently enrolled at the school as a non-local when the intake area was changed.

Exceptions to the entitlement to enrol at the local school are:

- where a student is directed by the Secretary, Department of Education to enrol in a particular school or type of school, due to an identified risk
- where the Minister refuses enrolment of a student if the student has been expelled from a government school or is of the opinion that there is other sufficient reason to do so.

Reasonable adjustments are made to enable students with disability to apply for enrolment on the same basis as students without a disability.

Reasonable 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.



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## 2.1 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, as calculated in accordance with the school's enrolment cap, will use the following 100-point residential address check to determine the student's entitlement to enrol at the school. This information is found on the next page.

Original 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 3.	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.

Schools must note the requirements for the collection, use, disclosure and storage of personal and health information as outlined in the Application to enrol in a NSW Government school form. At Bulli Public School:

- copies of the documents presented as part of the 100-point residential address check will be stored securely with limited staff access to the documents.
- information will be used only for the purpose for which it is collected or as otherwise permitted or required by law.
- information that is not necessary will not be collected.



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### 2.2 ENROLMENT CAP

The enrolment cap is the number of students that can be enrolled at a school based on permanent accommodation. The cap is determined centrally by School Infrastructure NSW. **The current enrolment cap for Scarborough Public School is 90 students.**

### 2.3 LOCAL ENROLMENT BUFFER

Within the enrolment cap, a number of enrolment places (a buffer) must be set aside for the enrolment of local students arriving throughout the year. **The local enrolment buffer for Scarborough Public School is 7 students.** Once a school has reached its local enrolment buffer, places cannot be offered to non-local students. The local enrolment buffer and the school's non-local enrolment criteria are to be reviewed on a regular basis. Any change is to be approved by the Director, Educational Leadership in time for enrolment of the following year's intake.

## 3. ENROLMENT APPLICATIONS

### 3.1 NSW GOVERNMENT SCHOOL

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.

Principals can seek any information they consider to be of assistance in determining if a student is a local enrolment.

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.

### 3.2 INTERNATIONAL STUDENTS

International students may submit an application to enrol to DE International in accordance with the International students' enrolment programs.

International students must submit an application to enrol to DE International and are assessed against departmental and legislative requirements for eligibility. Students must have a student visa issued by the Department of Immigration and Border Protection and an Authority to Enrol (ATE) issued by DE International to enrol.

Schools enrolling international students must comply with the legislative requirements and policies outlined in the Enrolment of International Students in Government Schools: Eligibility and Procedures (intranet only).

### 3.3 TEMPORARY RESIDENTS

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.

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).



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### 3.4 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.

Except for enrolments at the commencement of the school year, schools that have not reached their local enrolment buffer level should only accommodate non-local enrolments into classes with available places.

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. Schools that have reached their enrolment cap have no capacity to enrol non-local students unless requested by the Director, Educational Leadership.

#### 3.4.1 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 template has been provided at Appendix 1.

Parents of non-local students transferring from Year 6 to Year 7 at the beginning of the school year, should complete section C in the Expression of interest - Placement in Year 7 in a NSW Government school form and provide supporting documentation.

#### 3.4.2 CRITERIA

Criteria for the enrolment of non-local students at Scarborough Public School may include:

- 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
- recent change in the local intake area boundaries.

Criteria for the enrolment of non-local students will not include student ability, performance or achievement.



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## 3.4.3 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 the chair or the executive member on the panel so that appeals in the first instance can be considered by the principal.

The principal will determine the most equitable method of assessing enrolment applications in partnership with the Director, Educational Leadership.

The panel considers non-local enrolment applications in a timely manner. For Kindergarten students applying to enrol for the following year, non-local applications are considered in Week 2 Term 3. 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.

## 3.4.4 WAITING LIST

Where no non-local places are available within the school's buffer, a waiting list for students may be established by the principal. The length of the waiting list should reflect realistic expectations of potential vacancies and ensure students can participate in the relevant transition processes.

## 3.4.5 APPEALS

Appeals against the decline of non-local enrolment applications must be in writing. They are managed by the principal in the first instance with the purpose to determine whether the stated criteria have been applied equitably.

The Director, Educational Leadership is the final decision maker for appeals against the decline of non-local enrolment applications as per the General Enrolment Procedures (at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>).

## REVISION

This Policy is a revision of the 2015 Scarborough Public School Enrolment Policy in accordance with Enrolment of Students in NSW Government Schools Policy statement at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools> and General Enrolment Procedures at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>.

**Revision due - 2021.**



# SCARBOROUGH PUBLIC SCHOOL PROCEDURES FOR THE ENROLMENT OF STUDENTS AT SCARBOROUGH PUBLIC SCHOOL

## Application for non-local 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: \_\_\_\_\_ (if applicable)

Current scholastic year (K-6): \_\_\_\_\_ (if applicable)

### 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 found on p. 5, 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:

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