



innovation-excellence-success

Quakers Hill Primary School

Student Enrolment Policy Implementation Statement



<i>Date of Writing</i>	<i>October 2019</i>
<i>Date of Review</i>	<i>December 2020</i>

RATIONALE

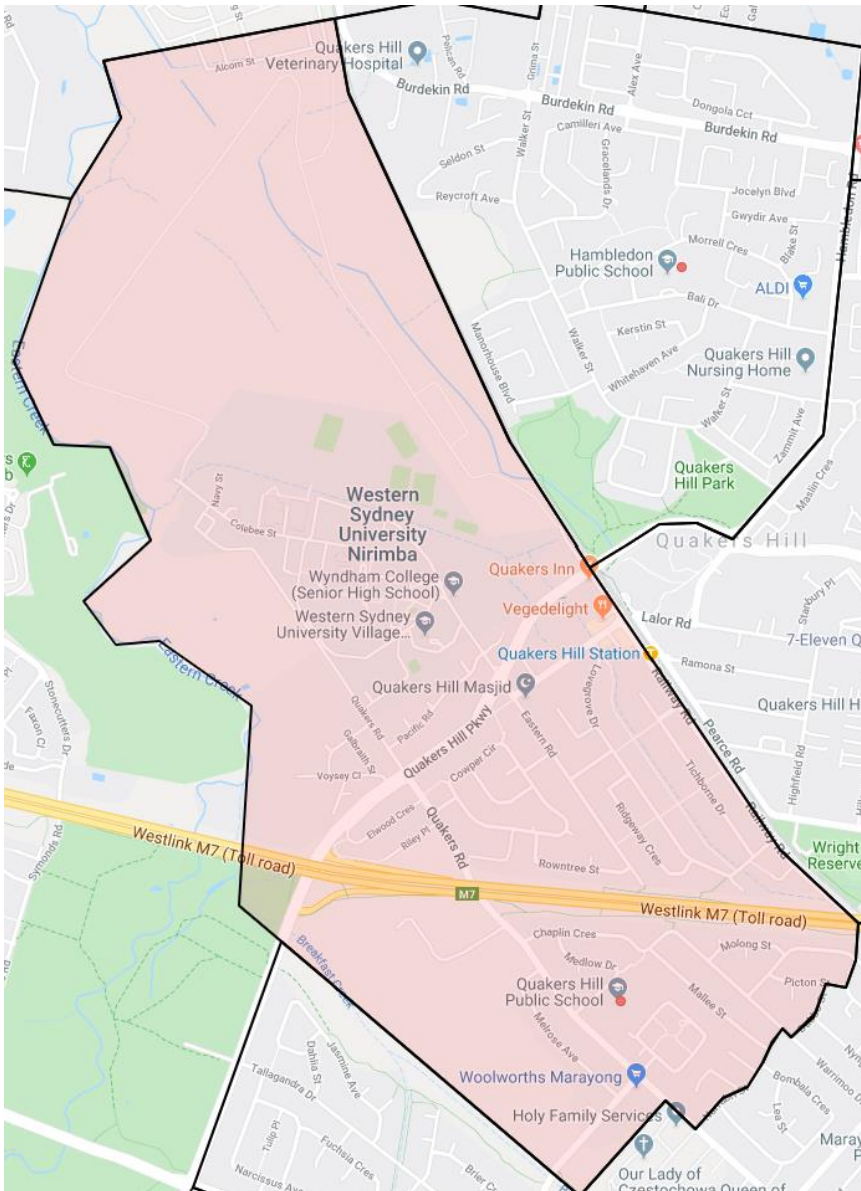
This implementation statement supports the *Enrolment of Students in NSW Government Schools Policy* August 1997 and the *General Enrolment Procedures* July 2019. Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that 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.

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. 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.

LOCAL ENROLMENTS AREA MAP

Quakers Hill Public School's current local intake area is outlined below. The following link can be used to determine the local school based on a home address: <https://education.nsw.gov.au/school-finder>. Please note that primary school boundaries are different to high school boundaries.



ENROLMENT CAP

An enrolment cap for a school is established centrally, based on available permanent accommodation. Quakers Hill Public School currently has 25 classrooms and an enrolment cap of 600. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local enrolments retained otherwise.

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 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.

Some places will be kept open in each grade from the start of the year to ensure access for children who move into the local area during the school year. This figure will represent 5% of the total student population. These places will not be offered to non-local students unless there are extenuating circumstances. Applications for non-local enrolment will be considered only when there are places available in the school.

NON-LOCAL ENROLMENT

Non-local enrolment applications include the *Application to enrol in a NSW Government school* and a *non-local enrolment application* form. Non-local enrolment applications are only considered when the school can accommodate the child below the set local enrolment buffer level. Where demand for non-local enrolment exceeds the number of available places below the enrolment buffer, the school utilises the non-local enrolment criteria and an enrolment panel to consider and make decisions on all non-local enrolment applications. When the 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.

CRITERIA

Criteria for the enrolment of non-local students includes:

- structure and organisation of the school
- 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
- recent change in the local intake area boundaries

ENROLMENT PANEL

An Enrolment Panel will consider and make recommendations on all non-local enrolment applications. The panel consists of an executive staff member, school admin manager and one school community member.

The panel considers non-local enrolment applications in a timely manner, assessing only the information and supporting documentation presented on the non-local enrolment application form. The decision made by the panel takes into account the enrolment cap and the buffer retained for local students arriving later in the year.

The school will notify parents of the result of their application by phone and will be confirmed in writing.

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. The parent will 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.

ENROLMENT REQUIREMENTS

Under the *Education Act 1990*, principals require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. Quakers Hill Public School uses the 100-point residential address check to determine the student's entitlement to enrol at the school. Before enrolment, the following documents must be presented:

- Birth Certificate **or** Passport
- Immunisation Certificate

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

As stated on the *Application to enrol in a NSW Government school*, '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.'