

# MOUNT RIVERVIEW PUBLIC SCHOOL

## ENROLMENT POLICY



### INTRODUCTION

This document provides information for the community and direction for school personnel on the entitlements, requirements and procedures for the enrolment of students at Mount Riverview Public School.

The Mount Riverview PS Enrolment Policy follows the guidelines documented in the NSW Department of Education's *"Enrolment of Students in NSW Government Schools"* (2020) and *"General Enrolment Procedures"* (2018).

The *"Education Act 1990"* outlines the legal requirements for compulsory schooling. In brief, the legislation requires students between the ages of six and 17 to be enrolled at a government or registered non-government school, and to attend school on 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 requirements are met.

### GENERAL PRINCIPLES OF ENROLMENT

- A child is considered enrolled when he or she is placed on the admission register of the school.
- A child should be enrolled in one school only at any given time.
- Children are entitled to be enrolled at the government school that is designated for the local intake area within which the child's home is situated and that the child is eligible to attend.
- Parents may seek to enrol their child in the school of their choice and all enrolment applications will be considered.
- School local intake areas are determined by the NSW Department of Education.
- Every school has an enrolment cap set by the NSW Department of Education, which is the maximum number of students that can be enrolled based on the permanent accommodation and typical class sizes of the school.
- No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local enrolments.
- Non-local enrolments must not generate demand for extra staff or create disruption to school routine.
- Schools are required to set an enrolment buffer to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- The Principal can seek any information they consider to be of assistance in determining if a student is a local enrolment, including a 100-point residential address check.
- Prior to accepting a new enrolment, the Principal must seek relevant information about the student from any previous school and share this with staff as appropriate to meet any additional needs of the student.
- This policy will be reviewed annually in February.

## **ENROLMENT INTAKE AREA**

Parents can use the NSW Public School Finder to identify their designated local public school, based on their residential address. To access School Finder, go to:

<https://my.education.nsw.gov.au/school-finder>

Alternatively, you can contact the school office directly to ask for assistance with this process.

## **LOCAL ENROLMENT**

Families with children of school age that are residing within the designated intake area will be accepted for enrolment. To begin an enrolment application, please access the online enrolment form via the 'Enrolment' section of our school website. If you have a problem with this process, please contact the school office to access a paper enrolment form.

When presenting for enrolment, a 100-point residential address check will be undertaken to verify the student presenting for enrolment resides within our school's designated intake area. Information about acceptable documentation for the address check is attached as Appendix 1. Other required documentation for enrolment includes proof of birth (birth certificate or passport) and an immunisation history statement (available from Medicare).

## **NON-LOCAL ENROLMENT**

Where places are available, the principles considered for non-local enrolments are:

- siblings already enrolled at the school;
- student safety and supervision considerations before and after school;
- medical reasons; and
- compassionate circumstances.

When seeking a non-local enrolment, an "*Application for non-local enrolment*" form (Appendix 2) must be completed and presented to the school office.

Once this has been received, the following procedure will then be implemented:

1. The Principal may arrange for an appointment to interview the applicant if further clarification is required.
2. The Principal will contact the student's current school for information (if already enrolled).
3. The Principal will contact the Principal of the student's local school to give them notice of the non-local enrolment application.
4. If the number of non-local applications exceeds the number of available places below the buffer level at the school, the enrolment applications will be considered by an Enrolment Panel.
5. The Principal will seek the approval of the Director, Educational Leadership before making an offer to enrol a student.
6. The school will notify parents by phone of the non-local enrolment application outcome.

## **Enrolment Panel**

The composition of the panel is determined locally but should include an Executive staff member as chairperson, at least one teacher and one school community member nominated by the P&C. The panel will only assess the information and supporting documentation presented on the application. The panel will prioritise the applications, ensuring the principles for non-local enrolment are considered equitably for all applicants. An enrolment panel will meet in the second week of February each year, to consider applications for the current year, then again in the last week of November to consider applications for the following year.

## **Waiting Lists**

A waiting list will be established for non-local students who are not offered enrolment. Parents will be advised if their child is to be placed on a waiting list and their position on it. Waiting lists are current for one school year only – January to December.

## **Appeals**

Unsuccessful non-local enrolment applicants may appeal the decision. Any appeal should be made in writing to the Principal and must set out the grounds for the appeal. The purpose of the appeal is to determine whether the stated non-local enrolment principles have been applied equitably. The parent will be advised of the appeal outcome in writing.

## **ENHANCED ENROLMENT PROCEDURES**

The following extract is taken from; Memorandum – Enhanced Enrolment Procedures

*“The Department has an obligation to ensure that, among other things, the systems of work and the working environment of its employees are safe. It is also required to obtain and use, as appropriate, information to ensure both the health and safety of its employees at work and of others who come onto Departmental sites. In this context it is reasonable that Principals should have available to them, prior to enrolment procedures being completed, information that is relevant to a risk assessment of the prospective student.*

*At the same time, there is a concurrent legal obligation to accord every eligible child the right to enrol in his or her local government school, and every parent of a school aged student has the duty to ensure their child attends school.*

*Given these co-existing legal obligations, where there are safety concerns, enrolment should not be completed and attendance should not commence until adequate safeguards are in place.”*

If the Principal is made aware during the enrolment process of conditions that may affect the safety of staff or students, then enhanced enrolment procedures will be followed. These procedures will involve conducting a risk assessment, establishing support procedures and consultation with the Director, Educational Leadership, Learning and Support Teacher, School Counsellor and possibly regional Learning and Wellbeing Officers.

## KINDERGARTEN ENROLMENT

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year. Enrolments will be accepted and encouraged as soon as possible in the year prior to the child commencing Kindergarten. The school will begin to advertise accepting Kindergarten enrolments in Term 2 each year.



If seeking a non-local enrolment for a Kindergarten child, the procedures for non-local enrolment will apply. All applications for non-local enrolment into Kindergarten for the following year, will be considered in the last week of November.

A comprehensive transition to school program will be conducted in Term 4 each year. Only those students with submitted applications for enrolment, will be invited to attend the transition program. Attending the transition program does not guarantee, nor indicate acceptance of, a non-local enrolment. We encourage these students to also attend the transition program of their local school.

When enrolling in Kindergarten the following documentation is required:

- proof of age (birth certificate or passport)
- proof of address (100-point residential address check)
- immunisation records (from Medicare website)

(Note: Parents have the right to not immunise their child, however, under the “*Public Health (Amendment) Act*” 1992, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.)



During the first week of the school year, all Kindergarten students will attend a scheduled ‘Best Start’ interview with a Kindergarten teacher. Following this, students will commence school as quickly as possible in a manner which best meets the interests of the incoming students. All students will commence enrolment by the end of the second week of Term 1.



# Residential address check

## For the enrolment of students in NSW Government schools

Persons seeking to enrol a child in a NSW Government school may be required to show documents to establish the child's address

### Key principles

The *Education Act 1990* provides the key principles that govern the enrolment of students in NSW Government schools. Some of them are summarised below.

The parent of a child may enrol the child at any government school if the child is eligible to attend the school and the school can accommodate the child (section 34.1).

A child is 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 (section 34.2).

The principal may, for the purpose of establishing a child's eligibility to attend or entitlement to be enrolled at the school, require a person seeking to enrol the child at the school to provide proof, to the satisfaction of the principal, of the child's identity, date of birth and home address (section 34A.1).

In determining whether a child could be accommodated, the number of classrooms and other facilities may be considered (section 34.6).

The enrolment of a child who is not entitled to be enrolled at the school may be terminated if the child was enrolled as a result of false information or a false document provided (section 34A.4).

### Establishing the child's residential address

To determine a child's eligibility to attend or entitlement to enrol in the school, the principal may require documents to establish the child's address.

Generally, acceptable documents show the full name of the parent and address of the parent or carer with whom the child lives. However, any requests for proof of address must be reasonable in the circumstances.

Staff in schools abide by the Privacy and Personal Information Protection Act 1998 (NSW). Residential address information provided will be used to process applications for enrolment and associated purposes and the information will be stored securely.

### 100-point residential address check in some schools with a designated intake area

Schools that are above or near (i.e. the number of non-local enrolment applications received exceeds the number of enrolment places available outside the local enrolment buffer) their buffer level use the following 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

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

\* up to three months old

### More information

Contact your local school or visit <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>



MOUNT RIVERVIEW PUBLIC SCHOOL  
**Application for Non-Local Enrolment**

**Student Information**

Family Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Given Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Current School: \_\_\_\_\_ Current School Grade (K-12): \_\_\_\_\_

**Non Local School Placement Request**

Proposed School Grade (K-12): \_\_\_\_\_

Proposed Enrolment Start Date: \_\_\_\_\_

Please provide reasons for your application for non-local enrolment based on the school's selection criteria (published in the school's 'Enrolment Policy') and provide any relevant supporting documentation:

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Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***Office Use Only***

Date Received: \_\_\_\_\_ Places Available (Yes/No): \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Parent Advised: \_\_\_\_\_ Designated Local School: \_\_\_\_\_

Notes: \_\_\_\_\_

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