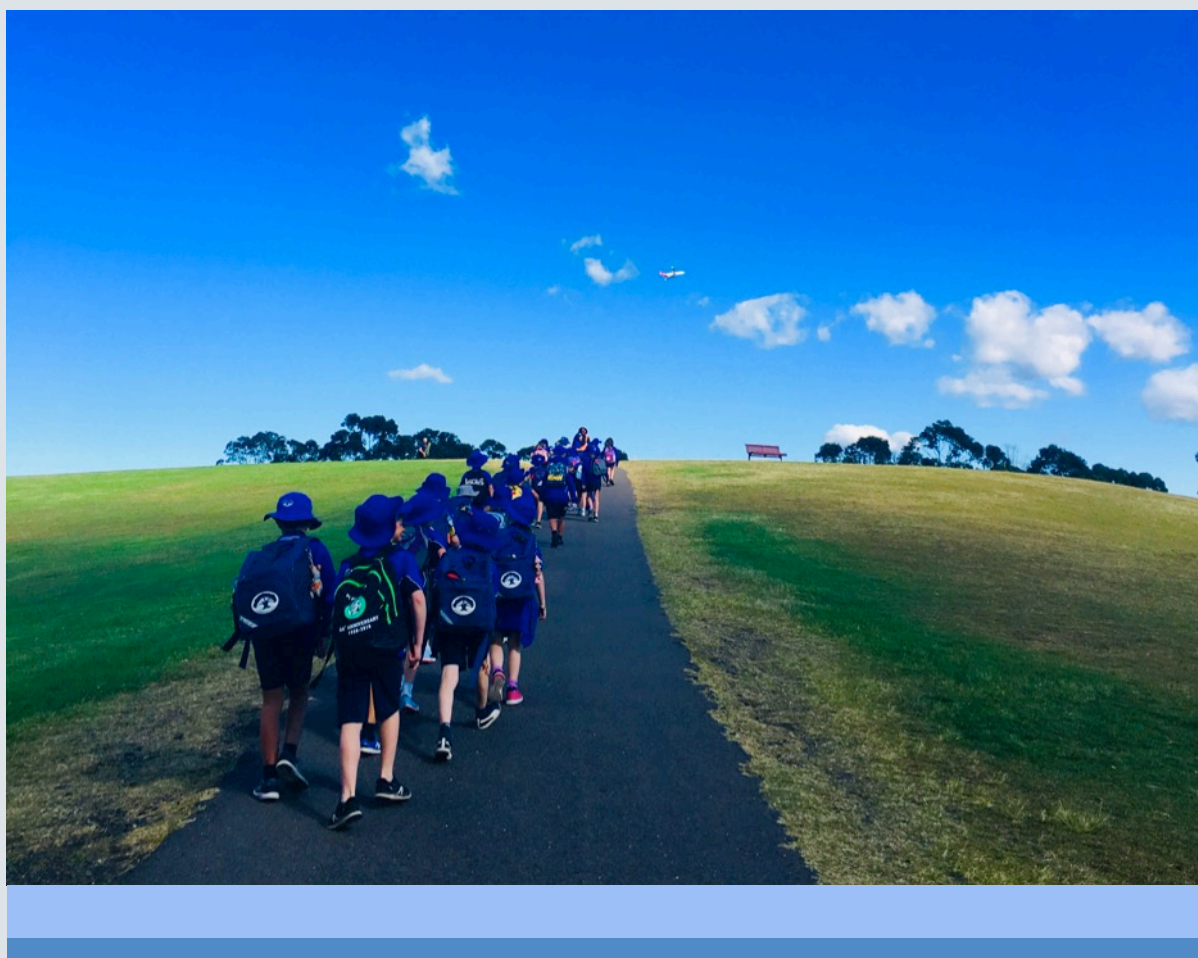


NEWTOWN PUBLIC SCHOOL

ENROLMENT POLICY & PROCEDURES



REVIEWED MAY, 2020
NEWTOWN PUBLIC SCHOOL

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Education
Public Schools



NEWTOWN PUBLIC SCHOOL ENROLMENT POLICY & PROCEDURES

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1.0 ENROLMENT

The Newtown Public School Enrolment Policy & Procedures is to be read in conjunction with [Department of Education Enrolment of Students in NSW Government Schools Policy](#). The Government policy is in place to assist schools to meet their obligations under the [Education Act 1990](#) – that every child is entitled to be enrolled at the government school that is designated as their [local intake area](#) within which the child’s home is situated. This is otherwise known as the **Local area**. Visit the [School Finder page](#) to determine your local public school. Please note: Local areas are subject to change.

1.1 PURPOSE OF THIS POLICY

The purpose of this policy is to provide information for parents on the requirements and procedures for enrolment at Newtown Public School.

1.2 SCOPE OF THIS POLICY

This policy describes the enrolment process for all students enrolling at Newtown Public School, from Kindergarten to Year 6.

1.3 GENERAL PRINCIPLES GOVERNING ENROLMENT

- A child is considered to be enrolled when an [Application to enrol in a NSW Government school](#) has been completed by one or both parents or caregivers, the application is certified by the principal and the is placed on the ERN system (Enrolment Registration Number).
- A student can only be enrolled at one Government school at any given time.
- Children are entitled to be enrolled at the public school that is zoned as the designated area for their primary place of residence i.e.; their **Local Intake Area**.

- Local intake areas are designated by the Secretary, Department of Education so that all compulsory school-age children in the state will be eligible to attend a government school.
- **Health and Safety risks** to schools and students arising from the enrolling student’s history of violent behaviour or health concerns is to be considered before any student is enrolled into the school. Risk assessments may be considered to be in place prior to the student starting at the school.
- The policy and criteria is expressed in plain English and will be translated into other languages where necessary.

1.4 KINDERGARTEN ENROLMENT

The Department of Education supports parents' duty to enrol a child of compulsory school age, 6 years old or turning 6 that calendar year, in a NSW government school.

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31st July in that year.

1.5 ENROLMENT POLICY UPDATE

Across the state, many communities are changing and growing at rates never seen before. The [policy revision](#) has been designed to help support schools manage all enrolment applications. The revision covers:

- Enrolment cap
- Local enrolment buffer
- 100-point residential address check
- Closer monitoring of non-local enrolment
- Non-local enrolment selection criteria

1.6 THE ENROLMENT CAP

The Enrolment cap is the maximum number of students that can be enrolled at Newtown Public School based on the school's permanent accommodation (this does not include class demountables). The cap determines whether a school is capable to accept non-local enrolments. It is not a target or limit on the number of local enrolments a school can take.

Within the Enrolment cap, a number of places (the buffer) must be kept aside for the likely number of local students who will need to enrol during the year.

Currently, Newtown Public School is operating above both the Department of Education's Enrolment cap and buffer. For this reason, Newtown Public School is **currently unable to accept any non-local students** unless there are exceptional circumstances and fall under the specific **selection criteria** (see page 7, section 3.1).

2.0 DOCUMENTATION REQUIRED FOR ENROLMENT AT A NSW GOVERNMENT SCHOOL

PLEASE PROVIDE ORIGINAL DOCUMENTS FOR PHOTOCOPYING

2.1 STUDENT INFORMATION

- **Birth certificate OR passport of student**

- **Immunisation History Certificate**

The Public Health Act (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment.

A certificate is required by Newtown Public School whether it is your child's first enrolment in a NSW government school or not. [Services Australia](#) will direct you on how you can obtain a copy of your child's Immunisation History Statement.

Parents have the right of not having their children immunised. We request that parents provide a Conscientious Objection letter from their GP. 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.

2.2 RESIDENTIAL ADDRESS CHECK

As Newtown Public School is currently above its Enrolment cap and buffer, the following 100-point residential address check is required for new students to determine their student's entitlement to enrol at this school.

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"> 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 documents <ul style="list-style-type: none"> 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 	20 each
3. Any of the follow documents <ul style="list-style-type: none"> 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 3 months old

2.3 OTHER DOCUMENTS

The following documentation is required at the time of enrolments **where relevant** to your child.

Medical / Healthcare or Emergency Action Plans

(e.g. Asthma, Anaphylaxis, Diabetes, etc.)

Your child will be unable to commence school until you provide the relevant **up to date medical / healthcare or emergency action plans**.

Court Orders

Please supply any current Court Orders / AVO's upon enrolment.

2.4 FURTHER INFORMATION

The information below is to assist in completing the page: **Personal information, consent and declaration of accuracy** on page 13 of the [Application to enrol in a NSW Government school](#) document.

Permission to publish

(remains effective until advised otherwise)

Our school actively reports on events and activities that take place during the school year which are published in our school newsletter, on our school website and social media accounts. The objective is to share these moments in your child's school life with their family and friends. By giving **Permission to publish** we will be able to take a photo and / or report on an event, activity, leadership group or extracurricular activity they may be a part of. The student will only (at most) be identified via the photo, first name and initial of surname (where there is more than one child by that first name). **Full names of students are not published.**

Online services consent

(remains effective until advised otherwise)

As part of the school curriculum and lesson planning, our school uses websites and online applications to further develop your child's learning. These websites and applications meet with the Department of Education's strict policies regarding child online safety. By giving permission to use **Online services**, your child will be able to use these applications in order to participate and complete class and homework tasks.

3.0 NON-LOCAL ENROLMENT

Newtown Public School is operating above its enrolment buffer and will not be accepting non-local enrolments in line with section 9.4 of the [General Enrolment Procedures](#).

3.1 SELECTION CRITERIA FOR NON-LOCAL ENROLMENT

Non-local placements will be considered by our Enrolment panel. Special circumstances will be considered for non-local placements including:

- Siblings already enrolled at the school (Siblings of students will be accepted in 2020 and this may not be possible from 2021 onwards.)
- Safety and supervision of the student before and after school
- Parent disability and siblings acting as carers
- Out of home care students

3.2 APPLICATIONS

Parents seeking non-local enrolment in line with the special circumstances outlined above, will need to complete an [Application to enrol in a NSW Government school](#) and the **Newtown Public School non-local enrolment application form** (see Appendix A) including relevant written documentation outlining the special circumstances for seeking non-local enrolment in accordance with this policy's criteria.

The Newtown Public School Principal is **required to inform the principal of the child's local school** when considering the non-local enrolment application, **and to seek approval from the Director, Educational Leadership** before making an offer to enrol the student.

4.0 OTHER INFORMATION

4.1 DISCRIMINATION IN ENROLMENTS

No student will be discriminated against in enrolment on the basis of sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

4.2 TRANSFERRING STUDENTS

Children presenting for enrolment who have previously been enrolled in a government or non- government school, interstate or in New Zealand may be enrolled at the school at any time if they are 'local area' enrolments.

4.3 INTERNATIONAL STUDENTS & TEMPORARY RESIDENTS

International students and temporary residents may submit an application to enrol to DE International. For further information about the **International Student Program** go to the [DE International website](#).

4.4 REFUSAL OF ENROLMENT

The principal may refuse to enrol a student on the basis of previously documented violent behaviour when risk mitigation strategies or adjustments are not possible to manage. This is subject to compliance with the requirement to conduct a risk assessment, in accordance with the [Management of health and safety risks posed to schools by a students violent behaviour guidelines](#), and in consultation with the Director, Educational Leadership.

4.5 ENROLMENT DATA

Information about each student enrolled at the school is recorded only for legal requirements and school administrative purposes (for resourcing, accountability and reporting requirements).

An enrolment register is kept of all children at the school as prescribed by the Department of Education. This register includes:

- Student's name, date of birth and address
- Parent or caregiver's contact phone number
- Date the student enrolled at the school
- Date the student leaves or transfers from the school (where applicable)
- Previous school (where applicable)
- Any other information as required by the department or Minister.

5.0 REFERENCES

Department of Education Enrolment of Students in NSW Government Schools Policy

<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

Education Act 1990

<https://www.legislation.nsw.gov.au/#/view/act/1990/8/whole>

School Finder

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

General Enrolment Procedures

<https://policies.education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>

Application to Enrol in a NSW Government School

<https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/enrol-k12.pdf>

This policy and procedure document was prepared by:

Abbey Proud – Principal, May 2020



APPENDIX A

NEWTOWN 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: _____

Current scholastic year (K-12): _____

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 as listed on page 7, section 3.1 of this document and attached supporting documentation: _____

Signature of parent/carer: _____

Date: ___/___/___

School use only

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

Parents advised on: ___/___/___

Designated local school: _____

Notes: _____

