



June 2018

Enrolment Policy

Policy based on the Department of Education and Communities Enrolment policy "Enrolment of Students in Government Schools: A Summary and Consolidation Policy." August 1997

Local enrolment

A local enrolment is a student whose permanent residence is situated within the designated local enrolment area. Please refer to the map available from our website or our office that defines the school's local enrolment area.

Applicants residing in the school's designated local area should complete and submit the form *Application to enrol in a NSW government school*. The form is available to download at <https://education.nsw.gov.au/going-to-a-public-school/translated-documents/enrolment-application>. This form may be submitted to the school at any time throughout the course of the year.

The school will seek evidence demonstrating local residence status through the provision of current original documents. These are:

- Property ownership or tenancy documents in the name of the applicant's parent e.g. a rate notice or tenancy agreement.
- Utility account statements e.g. water, electricity, telephone or gas bills. This must display the name and local address of the applicant's parent.
- Visa status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).
- Guardianship arrangements for enrolling students will need to be confirmed with the school by the students' parents.

This form may be submitted to the school at any time throughout the course of the year.

Kindergarten enrolment

Your child can start Kindergarten at the beginning of the school year if they turn five on or before 31 July in that year. By law, all children must be enrolled in school by their sixth birthday.

Because students start new work in their new class at the beginning of the school year, it would be an advantage for your child both socially and educationally, to start school as soon as possible in the new year.

Applying to enrol in primary school

If your child is currently enrolled in a NSW public school, contact us to discuss the enrolment procedures and obtain the necessary paperwork.

If your child is coming from a non-government school, contact us to make an appointment to discuss your child's potential enrolment.

If your child has a temporary visa or visitor visa you will first need to apply to enrol by contacting the [temporary residents program](#) who will give you forms to bring to the school.

Enrolment appointments

For your appointment, if your child has not been previously enrolled in a NSW public school, you will need to bring these documents with you:

- your child's birth certificate or identity documents
- proof of student's address - originals of different documents such as your council rates notice or residential lease and electricity bill
- Immunisation history statement based on the Australian Childhood Immunisation Register (ACIR)
- family law or other relevant court orders (if applicable).

If your child is not a permanent resident you will also need to provide:

- passport or travel documents
- current visa and previous visas (if applicable).

For children already enrolled in a NSW public school we only require:

- proof of student's address - originals of different documents such as your council rates notice or residential lease and electricity bill
- family law or other relevant court orders (if applicable).

It is important that you tell the principal if your child has any special circumstances, allergies, health or medical conditions, before your child starts school.

After your appointment with us, you may be asked to complete an [application to enrol in a NSW public school](#) form and return it to us. Please note that this form must be completed in English. Help is available for parents who do not read English. There are also [translations of the enrolment application](#) which may help you fill out the form in English.

Authority to Enrol

If your child is not an Australian Citizen, or a permanent resident of Australia (and is therefore here under a temporary visa) an "Authority to Enrol" will need to be obtained from the Department of Education and Training's Visa department.

Some Temporary Visa holders will need to pay a fee to the Visa Department before the Authority to Enrol can be issued.

The forms to complete are available from the school, and must be signed by the school before being submitted. Please ensure that you have both your passport and your child's passport when you come to the school office.

Non Local Enrolments

Please refer to "School Finder" tab on Department of Education Website for catchment area for Meadowbank Public School, or call the school office on 9809 3648 to verify your residential address. **You must reside in the catchment area to be enrolled at Meadowbank Public School.** We **do not** take out of area enrolments.

Early Enrolment of Students who are Gifted and Talented

The Principal may decide that early entry is appropriate. The school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional judgements in conjunction with the school counsellor.

Enrolment of Non-Australian Citizens

Non-Australian Citizens entering Australia must hold a valid visa and are subject to specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA). Students on temporary visas need to seek authorisation via the Temporary Visa Holders Unit. Students will only be enrolled after approval by the Unit and sighting of all necessary documentation.

Enrolment will not be accepted until an [Authority to Enrol](#) has been received by the school.

Placement Panel

The school will establish a placement panel where required. The panel will include the Principal, a member of staff and a member of the school community nominated by the P&C Association. In assessing applications for individual cases, the panel will consider only those matters presented on the application form. (Appendix A)

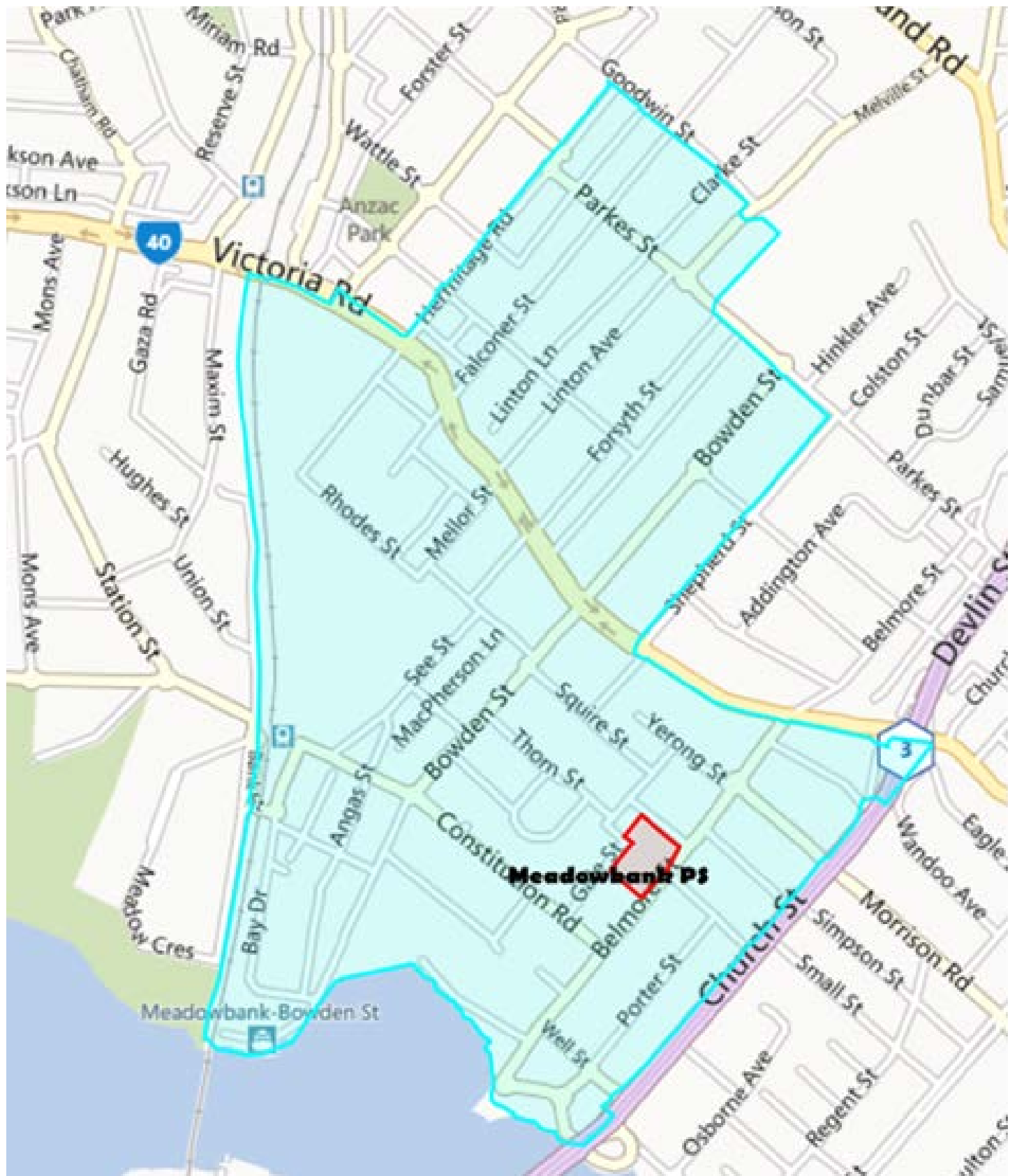
Appeals

Appeals need to be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved the Director will consider the appeal and make a determination. The Director will consult with the Principal and the school community as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Enrolment Buffer

A buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer is to be based on historical data, enrolment fluctuations and the number of families moving in or out of the area.

Reference: Enrolment In Government School: A Summary and Consolidation of Policy, August 1997





(Appendix A)

Application to placement panel for non-local exceptional and extenuating circumstances enrolment

Student Information

Family name: _____ **Given Names:** _____

Date of Birth: _____ **Male** ____ **Female** ____ **School Year Sought** _____

Parent/Guardian's name: _____

Street Address: _____

Suburb: _____ **Post Code:** _____

Home Phone: _____ **Work Phone:** _____

Mobile contact: _____

Reason for requesting enrolment at Meadowbank:

Signature: _____

Please print name: _____

Date submitted: _____

Non local enrolment applications will be considered by the placement panel with reference to each applicant's residential address in **exceptional and extenuating circumstances:**

- ☐ exceptional and extenuating medical reasons
- ☐ exceptional and extenuating compassionate circumstances

Please note: satisfying one or more of these criteria does not guarantee enrolment. An offer of enrolment will only be made to non-local applicants if places are available. Places for non-local applicants will be considered in light of the whole school and each academic year's figures, given:

- The number of teaching spaces available, and
- That sufficient buffers be left to accommodate possible new local enrolments throughout the school year.