



Panania North Public School

ENROLMENT PROCEDURES

August, 2019

Enrolment Principles and Guidelines

The enrolment of students at Panania North Public School is consistent with the Department of Education (DoE) Policy, with particular attention paid to the following principles:

- Children are 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.
- Children living in the intake area will be enrolled in accordance with the policies of the DoE. The boundary of our intake area is clearly marked on the School Catchment Map from the DoE Demographer (attached).
- The decision on where to enrol a student and, with what level of support, will depend on a number of factors, including the student's educational needs, the express desires of parents, the capacity of the system to provide the level of support services required generally and at a particular location, and the availability of support services at alternative locations.
- In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in the enrolment on the grounds of their gender, age, race, religion, ethnicity, disability, sexual preference or marital status.

Enrolment Processes and Procedures

Local Enrolment

Students are enrolled at Panania North Public School in accordance with the guidelines of the NSW Department of Education. A student is entitled to enrol at Panania North Public School if the child's permanent and principal place of residence is situated within the designated intake area and the child is eligible to attend school.

The **School Finder** tool will be used to confirm a student's residential address as local or out of area.

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

Enrolment Cap

A current enrolment cap for Panania North Public has been established at 438 students (19 permanent teaching spaces with an average of 23.1 students per class). Once this number of enrolments has been reached, in general, children who do not live within the designated intake area will not be enrolled (including siblings).

Enrolment Buffer

Within the enrolment cap, a buffer will be determined to accommodate in-area students arriving throughout the year. The size of the buffer will be based on historical data, enrolment fluctuations and on the number of families moving in and out of the area. Places in the buffer will not be offered to out of area students except on compassionate grounds.

Proof of Residency

The school will seek evidence demonstrating that the child's place of residence is within the designated intake area and uses a 100-point residential address check to determine student's entitlement to enrol at the school (See Figure 1.0).

Please be aware of the following paragraph on the front page of 'Application to enrol in a NSW government school' which states:

- '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.'
- A child enrolling at Panania North Public School is required to live with his/her parents or legal guardians. Staying with a relative or friend does not qualify a child as "a resident". Proof of Guardianship must be supported by the relevant papers endorsed by the Family Court of Australia.
- Applicants are required to be permanently residing in the designated intake area at the time of making an application to the school.
- If the child's place of residence changes at any time after your child commences school, the child's parent or guardian must notify the school immediately so that the school records remain accurate.

Figure 1.0 100-point residential address requirements

Documents 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 each
2. Any of the following <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
3. Any of the following 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 *up to 3 months old	15 each

Kindergarten Enrolment

For students entering Kindergarten the principle place of residence must be re-confirmed at the commencement of the school year prior to the child's first day of attendance. An original and current utilities or services bill must be presented to the school. Children may enroll at the beginning of the school year if they **turn 5 years of age on or before 31 July in that year.**

Non-Australian Citizens

Non-Australian citizens holding a visa granting permanent residence, New Zealand citizens holding a current New Zealand passport and permanent residents of Norfolk Island are eligible for enrolment and are not liable to pay the Temporary Visa Holders Education Fee. The school must sight the originals of passports and other travel documents and record the details of these documents before enrolment.

Applicants in this category are required to be permanently residing in the designated intake area at the time of making an application to the school.

Siblings of children currently enrolled at Panania North Public School not living in the designated intake area, will have to make an application as an out-of-area enrolment. Offers to out-of-area applicants may only be made when places are available.

Out of area enrolments

An out-of-area enrolment is a student whose permanent and principal place of residence is beyond the designated intake area.

Criteria for selecting out-of-area enrolment applications may include one or more of the following factors. The factors listed are in priority order:

- a sufficient enrolment buffer exists for eligible in-area enrolments and the school is within its enrolment cap
- availability of appropriate staff and permanent accommodation
- siblings of students currently enrolled in the school or preschool.
- compassionate grounds.

The Enrolment Panel reserves the right to consider, and accept, special case applications. The Enrolment Panel has the authority to give priority of criteria for successful special case applications.

Enrolment panel

The Panania North Public School Enrolment Panel considers and makes decisions on out-of-area enrolment application. The enrolment panel comprises:

- one Assistant Principal
- one staff member
- one school community member nominated by the school's Parents' and Citizens' Association

The Enrolment Panel is chaired by the Assistant Principal who has the casting vote. Decisions made by the Enrolment Panel must be made within the criteria for out of area enrolment. The enrolment panel will keep minutes of meetings which are available to the Principal and Director, Educational Leadership on request.

Waiting list management

Out of area students will be requested to submit an application for out of area enrolments by 31 July. Applications received by 31 July will be placed on a waiting list. The enrolment panel will determine the priority of each application. The priority order of the waiting list will be reviewed periodically.

Appeals

The purpose of an appeal is to determine whether the stated criteria have been applied equitably. Appeals against a decision of the Enrolment Panel should be made in writing to the Principal. The Principal will consider the appeal and make a determination. 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 Director Educational Leadership.

Document history and details

Approval date: 5 August, 2019

Approving Officer: Samantha Loveridge, Principal, Panania North Public School

Implementation Date: Term 4, 2019

Document A: Panania North Public School Catchment Area Map

