



## Grahamstown Public School Enrolment Policy

**Updated: February 2022**

### **Relevant Documents:**

- The principles and requirements established in the Policy – *Enrolment of Students in Government Schools*. [https://education.nsw.gov.au/policy-library/related-documents/V03\\_pd02\\_06\\_enrolment\\_of\\_students.pdf](https://education.nsw.gov.au/policy-library/related-documents/V03_pd02_06_enrolment_of_students.pdf).
- Legal Issues Bulletin No. 43
- The shared vision, values and beliefs of the Grahamstown Public School community.
- The Education Reform Act 1990

### **Rationale**

Parents may seek to enrol their children at the school of their choice; however schools must ensure that every eligible local child has a place at their local school if required.

### **General Principles Governing Enrolment**

- 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.
- Parents may seek to enrol their child in the school of their choice.
- A student should be enrolled in one school only at any given time.
- School local areas are determined by the Department of Education through a process involving consultation between the Properties Directorate and the Director of Educational Leadership.
- Schools are required to set an enrolment number 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.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- No person is discriminated in enrolment on the grounds of sex, age, race, religion, ethnicity, disability, sexual preference or marital status.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

## **Enrolment Ceiling**

The Department of Education has this year set our enrolment CAP at 323. Staffing entitlement is established by the number of enrolments at the commencement of each school year. Non-local enrolments will only be considered after the commencement of each school year if they do not generate the need for additional staff or cause disruption to school organisation, even where spare accommodation exists.

## **Buffer**

A buffer of 2 students per class places has been determined to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students.

## **For 2022**

This year, we have a staffing allocation of 12 classroom teachers. A buffer of 24 has been determined to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students, therefore, once enrolments reach 299, enrolment cannot be offered to non-local enrolments.

## **Local Enrolments**

Parents or caregivers living in the local area who are seeking to enrol their children at Grahamstown Public School should contact the school for an appointment. Students will not necessarily be enrolled on that day as the school requires time to gather valuable information that will assist in placing students where their needs are best catered for. The designated intake areas for public schools in NSW can be found on the website of the Department of Education at <http://education.nsw.gov.au/school-finder>. In addition, a map is provided later in this policy.

# 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>

## **Non-Local Enrolments**

All parents may seek to enrol their children at Grahamstown Public School. A parent or caregiver seeking non-local enrolment will need to complete a non-local enrolment application form.

If there are no places available for non-local enrolments, based on permanent accommodation, enrolment ceiling and buffer, enrolment will not be able to proceed reflecting Department of Education policy. In this case, the application form can be completed and submitted, and may be activated if places become available during the year.

Application for enrolment may also be declined if placement generates additional staffing or creates disruption to school routines or organisation. The Principal will consider historical enrolment patterns, projected figures and the available accommodation before considering non-local applications.

Siblings of students who move out of the school's intake are not guaranteed an enrolment at Grahamstown Public School. Acceptance into kindergarten does not guarantee future placements for siblings, nor does it guarantee future high school placements in the partner high school.

## **Placement Panel**

Where demand for non-local places exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel is to be determined locally but must include at least one staff member, other than the principal, and one school community member/P&C representative. The principal who will have a casting vote will chair the panel.

## **Criteria for Non-Local Enrolment**

All criteria are considered. Meeting one or two of the criteria does not guarantee placement.

- The enrolment ceiling and buffer of the school.
- Proximity and access to the school.
- Siblings already enrolled at the school.
- Safety and supervision of the student before and after school.
- Compassionate circumstances – reports from previous school will be assessed and/or current issues resolved, Medical reasons.

For more information on the local zone areas - <http://education.nsw.gov.au/school-finder>

