

ENROLMENT PROCEDURES (P-6)

August 2019

Enrolment Principles and Guidelines

The enrolment of students at Punchbowl 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

In-area Enrolment

Students are enrolled at Punchbowl Public School in accordance with the guidelines of the NSW Department of Education. A student is entitled to enrol at Punchbowl 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.

Punchbowl Public School shares an enrolment boundary with Bankstown South

Infants School. Where parents have students enrolled in one school and wish to move to the other, extenuating circumstances will need to be provided to support a new enrolment application. When the movement of students between schools is being considered, a panel will be formed which will include the Principals of both schools and the parent/s. Other members of the enrolment panel will be decided on a case-by-case basis at the discretion of the receiving Principal.

Enrolment Cap

A current Kindergarten to Year 6 enrolment cap for Punchbowl Public has been established at 601 students (26 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. This cap does not take into account preschool enrolments, for which separate procedures exist. These are outlined further in this document.

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 children 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.'

Please also note the following:

A child enrolling at Punchbowl 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

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 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 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 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

Preschool Enrolment

Children are eligible to enrol in NSW public preschools if they turn four **on or before 31 July** of that year. Applications for next year are taken from term two of the current school year.

Please make an appointment to apply to enrol your child.

. You will need to bring the following documents with you:

- your child's birth certificate or identity documents
- your child's immunisation record
- proof of child's address - originals of different documents such as your council rates notice or residential lease and electricity bill
- low income health care card (if applicable)
- family law or relevant court orders (if applicable).

Children attending a DoE preschool are entitled to do so for one school year only prior to commencing Kindergarten.

Specific Priority categories for Pre-School Placement

When placing children into the pre-school, the guidelines for placement are decided in accordance with DoE guidelines.

Priority will be given to children whose families are experiencing disadvantage and who are unable to access other prior to school services. Priority is also given to families who are in the designated intake area of the school and to families with current siblings in the school.

Specific Priority categories will include children:

- of Aboriginal and /or Torres Strait Islander background
- with additional needs, with no prior to school experience
- from families experiencing financial hardship
- families of preschool applicants who currently have siblings in the primary school
- families who are designated in-area for the primary school and then
- other out of area applications.

Preschool Hours

Punchbowl Public School operates a 3 day and 2 day sessional program:

Monday-Wednesday: 9.00am to 3.00pm

Thursday and Friday: 9.00am to 3.00pm

Payment: \$20.00 per day (this includes the government rebate). Families on a Health Care Card are charged \$10.00 per day.

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 enrol at the beginning of the school year if they **turn 5 years of age on or before 31 July in that year.**

Early Intervention and Support Class Enrolment

Parents who wish to enrol their child in the Early Intervention or Support Classes are required to apply by submitting an Access Request through their in-area school. All Access Requests are reviewed at a placement panel held by the local network. The panel prioritises students according to need and notify parents if their child has been successful in gaining a place. When the offer of placement has been accepted, normal school enrolment procedures are followed.

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 Punchbowl 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 Punchbowl Public School Enrolment Panel considers and makes decisions on out-of-area enrolment applications. The enrolment panel comprises:

- one Deputy Principal
- one staff member
- one school community member nominated by the school's Parents' and Citizens' Association and if required
- Community Liaison Officer, Schools as Community Centre Facilitator and/or School Administration Officer

The Enrolment Panel is chaired by the Deputy 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 - Preschool

Where the number of preschool applicants exceeds the number of places, the Enrolment Panel will meet and prioritise applicants in accordance with the specific priority areas mentioned above. Parents will be informed their position on the waiting list.

Waiting list management – Primary School

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 to the Director Educational Leadership.

Document history and details

Approval date

27 August 2019

Approving Officer

Dace Elletson, Principal, Punchbowl Public School

Implementation Date

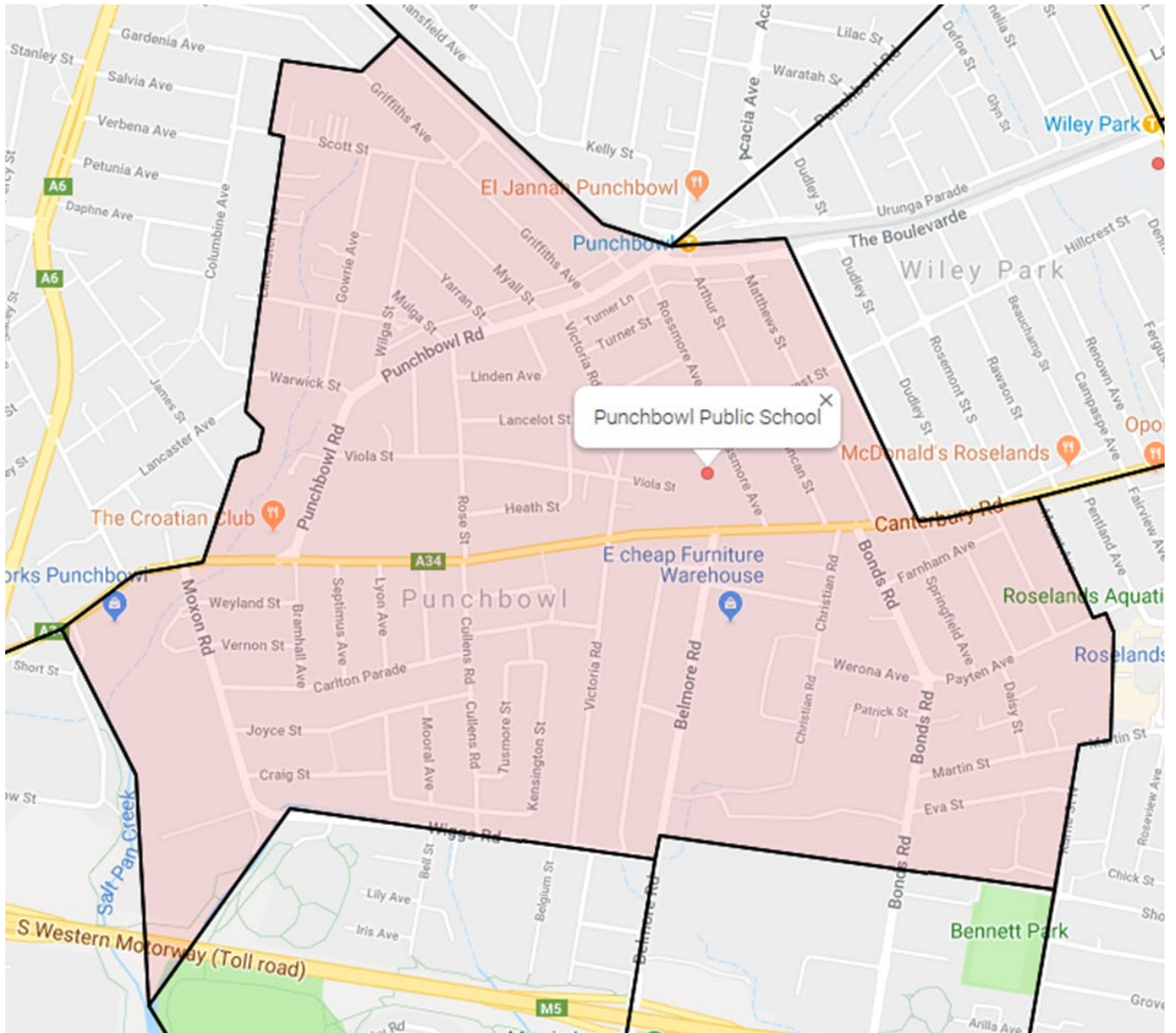
Term 3, 2019

Documents Following:

Document A: Punchbowl Public School Catchment Area Map

Document B: Street Inclusions/Exclusions (pertaining to boundary streets)

Document A: Punchbowl Public School Catchment Area Map



Document B: Street Inclusions/Exclusions (pertaining to boundary streets)

Street Name	Street Number
Belmore Road	2 – 72, 11 - 99
Bonds Road	1 – 121, 8 – 24, 30 – 58, 60 - 96
Broadway	1 – 15, 19 - 91
Canterbury Road	1230- 1612, 1261 - 1497
Gardenia Avenue	4 – 6, 14 - 36
James Street	1 – 19
Karne Street North	100 - 142
Lancaster Avenue	2 – 56
Leigh Avenue	1 – 23, 2 - 36
Martin Street	2 – 46, 1 – 53
Mount Avenue	1 – 31
South Terrace	16 – 108
Sunny Crescent	2 - 36
The Boulevarde	172 – 186, 188 – 206, 216 - 268, 269, 269C, 273 – 276, 280, 281 - 287
Violet Street	1 – 27
Warwick Street	2 – 32, 1 – 29