



## ENROLMENT PROCEDURE

### *Key Resources*

<a href="#">GENERAL ENROLMENT PROCEDURES</a>	<a href="#">Enrolment of non-Australian Citizens</a>
<a href="#">Exemption from school procedures</a>	<a href="#">Enrolment of non-Australian Citizens Procedures and eligibility</a>
<a href="#">PUBLIC PRESCHOOL ENROLMENT</a>	<a href="#">Proof of Identity and Residency</a>
<a href="#">DISTANCE EDUCATION ENROLMENT</a>	<a href="#">Inclusive Education for students with a disability</a>
<a href="#">ONLINE ENROLMENT INFORMATION</a>	<a href="#">Preschool Enrolment</a>

### **Entitlement to Enrol**

Students are enrolled at Punchbowl Public School according to the NSW Department of Education guidelines. Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area.

Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

Parents may enrol a child if they turn 5 years of age on or before 31 July in that year. Students identified as gifted and talented, who are aged 4 years or older on 31 January of the year of enrolment may only be enrolled in accordance with the High Potential and Gifted Education policy.

Schools require an Authority to Enrol for each temporary resident and international student enrolment which is issued by DE International and the Temporary Resident Program.

### **Enrolment Cap**

The current enrolment cap for Punchbowl Public has been established at 650 students (25 permanent teaching spaces with an average of 26 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 excludes preschool and early intervention.)

### **Enrolment Buffer**

Within the enrolment ceiling, 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.

The size of the local enrolment buffer is set locally by the principal and approved by the Director, Educational Leadership. It is reviewed annually and set in time for assessing applications for the following year's enrolment intake.

Places in the local enrolment buffer are not to be offered to non-local students.

## Online Enrolment

Online Enrolment offers parents an online alternative to the handwritten application form when applying to enrol their child in a NSW Government school.

Further information can be found [here](#).

## Residential Address Check

Proof of address is required to establish a child's entitlement to enrol in the school. However, any requests for proof of address must be reasonable in the circumstances.

The school will seek evidence demonstrating that the child's place of residence is within the designated intake area through the provision of current original documents.

Where a parent can give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check requirements when assessing a child's entitlement to enrol at the school. If this occurs, principals must seek the approval of the Director, Educational Leadership.

Document showing the full name of the child's parent	Points
1. Only one of (that is, 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 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*</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. Driver's 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

**NB:** 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.

## **Preschool Enrolment**

Public preschools enrol children for one year only, the year before they start school.

Children can enrol from the beginning of the school year if they turn four years of age before 31 July that year.

Priority is given to:

- Aboriginal or Torres Strait Islander children.
- children living in low socio-economic circumstances.
- children who are unable to access other early childhood settings due to financial hardship.
- The principal of the school will then offer enrolment in the following order:
  - children living within the school's catchment area.
  - children living outside the catchment area but have siblings at the school.
  - other applicants.

There are several procedures and requirements for enrolment in a public preschool. Families seeking to enrol their child in a public preschool should contact the school directly for enrolment information.

More information can be found [here](#).

## **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 notifies 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.

## **Inclusive Education**

All students with disability are entitled to enrol in their local government school if they are eligible to attend. Students with disability will be treated on the same basis as a student without disability and without experiencing discrimination. Successfully enrolled students with disability will be supported by reasonable adjustments and personalised support.

## **Temporary Residents & Non-Australian Citizens**

Temporary residents must apply to the Temporary Residents Program to enrol in a NSW Government school in accordance with the [Enrolment of non-Australian Citizens Procedures and eligibility \(PDF 309 KB\)](#).

Temporary residents may be enrolled at a school if the school can accommodate the enrolment. If a school is at capacity, temporary residents must be referred to the next available school/s with capacity.

International students and temporary residents seeking to enrol from another NSW Government school, a non-government school or from outside NSW must be referred to DE International and the Temporary Resident Program. Prior to enrolment, these students require an Authority to Enrol (ATE) and payment of fees (if applicable).

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.

### **Enrolment panels**

Enrolment panels consider non-local enrolment applications. The PPS enrolment panel consists of:

- member of the executive staff (as chairperson)
- teaching staff member/s
- school community member/s (nominated by the school's parent organisation).

The enrolment panel may consist of different members in select circumstances.

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 available to the Director, Educational Leadership on request.

### **Appeals**

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the principal is not on the enrolment panel, the principal considers the appeal and decides. Otherwise, the appeal may be determined by the Director, Educational Leadership.

The parent should 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.

### **Non-local enrolments**

A non-local enrolment is a student whose permanent and principal place of residence is beyond the designated intake area. The enrolment panel may consider the following criteria when reviewing out-of-area enrolment applications:

- 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

- children of current Punchbowl Public School staff (subject to approval by the enrolment committee)
- compassionate grounds.

Criteria will be applied equitably to all applicants.

### **Welfare concerns and frequent change in schools**

The most vulnerable children and young people may change address or schools frequently and risk of harm can escalate in a new situation where they are not known and may have no support networks.

Where there are ongoing concerns about the safety, welfare, wellbeing of a child or young person leaving a school, the principal should forward related papers under a confidential file cover to the principal at the new school, if identified.

It is important that communication occurs with the Child Wellbeing Unit in any cases where concerns are held for the safety, welfare or wellbeing of an enrolling or newly enrolled student, and with the Department of Communities and Justice where there are concerns about suspected risk of significant harm.

### **Exemption from enrolment**

A Certificate of Exemption from enrolment may be granted by the Secretary, NSW Department of Education, Deputy Secretary or Executive Director, School Performance, if existing conditions make it necessary or desirable.

Principals, Directors, Educational Leadership and Executive Directors, Public Schools may grant full day exemptions due to:

- exceptional circumstances (including the health of the student where sick leave or alternative enrolment is not appropriate)
- the child being prevented from attending school because of a direction under the *Public Health Act 2010* (the parent is not required to complete an application for exemption)
- employment in the entertainment industry
- participation in elite arts or elite sporting events.

For any other matter not covered by the above points, the delegate must consult the next most senior delegate in their reporting line.

### **Part Day Enrolments**

Students may participate in school-based programs including behaviour management, transition plans and health care plans. A part day exemption application should be completed.

Participation in such school programs must be approved by the Director, Educational Leadership. Principals should submit the transition plan to restore the child to full-time attendance to the Learning and Wellbeing Officer for recommendation who will forward it to the Director, Educational Leadership.

The attendance register must indicate part day exemptions with the code 'M' and the precise times of arrival and/or departure.

***Document history and details:***

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