



Education

Nashdale Public School

1 Nashdale Lane NASHDALE NSW 2800



Enrolment Policy

Rationale

There needs to be a clear and consistent policy in enrolling students at Nashdale Public School (Nashdale PS) so that students and parents are treated fairly and equitably.

This policy has been formulated in consultation with the community and teaching staff, and reflects the NSW Department of Education (NSW DoE) enrolment policy ([DoE Enrolment Policy](#))

General Principles

- A student is considered to be enrolled when he/she is accepted by the Principal and the student is placed on the enrolment register of a school.
- A student should be enrolled in one school only, at any given time.
- 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.
- School local areas are determined by the NSW DoE through a process involving consultation between Properties Directorate and the Network Director. Schools are required to set an enrolment *ceiling and buffer* to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at their school.
- The criteria for acceptance of out-of-area enrolments will include, however, not limited to the availability of appropriate staff and classroom accommodation. Out-of-area placements must not generate demand for additional staff or classroom accommodation.

Enrolment ceiling

Nashdale PS has an enrolment ceiling of 150 students. This will facilitate a comprehensive peer network for students but not overextend the physical environment and resources.

The NSW DoE will not provide additional accommodation (permanent or demountable) for increased enrolments resulting from out-of-area placements.

In order to meet the enrolment ceiling, enrolments will be capped. This will incorporate a buffer for local placements arriving during the year (see Eligibility Criteria 1).

Local Enrolment

A student is entitled to enrol at Nashdale PS if the child's **principal** place of residence is situated within the designated catchment area and the child is eligible to attend school. You can find your designated local enrolment area by using School Finder [School Finder](#)

Parents planning to enrol their child at Nashdale PS will be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area. A list of approved documents for the residential address check is attached (Appendix 1).

Wherever possible, a place will be kept open in each grade from the start of the year to ensure access for children who move into the local area during the year. Applications for out-of-area enrolment will be considered when there are places available at the school consistent with the determined enrolment ceiling and buffer.

Enrolment Placement Panel

In the situation where demand for out-of-area places exceeds availability, the school Enrolment Placement Panel will consider and make recommendations on all out-of-area enrolment applications. The composition of the panel will include at least one staff member (other than the Principal), President

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of the Parents and Citizen's Association and at least one school community member. The panel will be chaired by the Principal who will have a casting vote. Priority for out-of-area enrolment will be given to students entering Kindergarten.

The review of criteria for the enrolment of out-of-area students will be the responsibility of the Enrolment Placement Panel. The criteria and decisions made by the panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year. The panel should record all decisions and minutes of meetings are to be available on request by the Network Director.

Eligibility Criteria

Prospective enrolments will be determined by the following criteria:

1. "In-area" enrolment. Automatic enrolment as per NSW DoE policy.
2. Please provide reasons for seeking out-of-area enrolment based on the following criteria. It is anticipated each applicant will have a different needs/reason for applying for out-of-area enrolment. These could include (in no particular order);
 - *Siblings already enrolled at the school*
 - *Medical reasons*
 - *Safety and supervision of student before and after school*
 - *Proximity and access to school*
 - *Other factors could include eg;*
 - *Work/family circumstances*
 - *Compassionate circumstances*
 - *Children of staff members*
 - *Long standing family associations at the school*

It should be noted that where an out-of-area placement is made, it is only for that child and does not automatically ensure placement of siblings at Nashdale PS.

Waiting Lists

A waiting list operates for out-of-area students after an interview with either the Principal or the Enrolment Placement Panel. Parents are advised if their child is to be placed on a waiting list and their position on it. Placement on the waiting list does not guarantee a position at the school.

Appeals

Where a parent wishes to appeal against the decision of the Enrolment Placement Panel, the appeal should be made in writing to the Principal within seven days of notification. The Principal will seek to resolve the matter. If the matter is not resolved at the local level, the Director – Public Schools (Orange Network) will consider the appeal and make a determination. The Network Director will consult with the Principal and school community as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Kindergarten Enrolment

To be eligible for enrolment at Nashdale PS, the child must have reached the age of 5 years by 31 July of their Kindergarten year.

All eligible children will be enrolled and commence school in the first week of Term 1. Kindergarten enrolments will only be accepted until the end of Term 1 in the school year unless transferring from another school.



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Transferring Students

As a matter of professional courtesy, Nashdale PS will contact the school from which the student is requesting a transfer. If the student is new to the area, the Principal will direct applicants to School Finder to determine the public school for which the student is zoned.

Students who are accepted from another NSW public school (according to eligibility criteria) will then have a request sent to their previous school for their Personal Record Card. For out of system enrolments, we will contact the previous school for relevant information. The balance of any funding attached to any child will be transferred to Nashdale PS to support the child's individual learning program.

Enrolment Procedures

For each new pupil entering the school, the parent or guardian must complete an [online enrolment application](#). If you are not able to apply online or prefer not to, download the paper [application to enrol](#) form.

[Online enrolment](#) can also be used for out-of-area enrolment. Please note that out-of-area enrolment procedures are subject to the departments [enrolment policy](#).

After details have been entered on the enrolment register of a school, the Application to Enrol form must be attached to the Pupil Record Card. Verification of date of birth must be shown for all enrolments at the time of enrolment.

All students must supply a current Immunisation History Statement by contacting the Australian Immunisation Register (supplied by MyGov) or an approved Exemption Letter that will be attached to the Pupil Record Card. A child without an Immunisation History Statement will not be prevented from enrolling. Under the NSW Public Health Act, however, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

Further information about the requirements for schools is available via [NSW DoE Policy Library](#)

Prepared in consultation with;

*Principal - Nashdale Public School
P&C Executive - Nashdale Public School
Orange Network Director
Ratified by P&C – June 2020*

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 34.8).

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"> 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 <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. 	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>