



PADSTOW NORTH PUBLIC SCHOOL

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Enrolment Procedures

Preamble

The 'Enrolment of Students in NSW Government Schools' policy is in place to assist schools meet their obligations under the Education Act 1990 - to ensure that every student has a place at their local school. The policy and procedures ensure that schools uphold the core values of equity, accountability and integrity in the enrolment process.

Enrolment Cap

The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. The enrolment cap tells us whether the school may or may not have the capacity to accept non-local enrolments. It is not a target or limit on the number of local enrolments a school can take, rather takes into account the school buildings and available classrooms to accommodate students. Our enrolment cap as determined by the Department of Education is approximately 323 students, we are currently above this cap.

Within the enrolment cap, a number of enrolment places (the buffer) must be kept aside for the likely number of local students who will need to enrol during the year. For this reason, the school will not accept new non-local students, unless there are exceptional circumstances.

Enrolment of Local Students

Parents planning to enrol their child at a school will be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area. This means you will need to provide documents to verify your child's current address.

So that schools only seek information relevant to your child's enrolment, a list of approved documents for the residential address check is available from the school or the department's website at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>. The standard enrolment form needs to be completed prior to enrolment. Students may enrol if they turn five by 31 July in that year. Older students will be appropriately placed based on their age.

For students transferring from other schools, the standard enrolment form also needs to be completed. The Principal will check the enrolment form prior to assigning a class. Discussions with parents will seek to clarify areas of strength or concern. Numbers in classes will also be a factor in placement.

Non-local Enrolment

For consistency across the Bankstown Network, Padstow North PS will no longer accept out of area students. The only exceptions to this position is the case of siblings of students currently enrolled who are no longer within the school enrolment catchment or students transitioning from Bankstown South Infants School into year 3. This is subject to the school's availability of space and ensuring we (PNPS) best meet the needs of students and their families.

Placement Panel

The school will only establish a Placement Panel to consider and make recommendations on a non-local enrolment application for siblings of current students. The panel is composed of two Assistant Principals and School Admin Manager.

Criteria for Non-local Enrolment Applications

The following criteria, applied equitably to all applicants, are documented and made available to parents interested in enrolling their children. These criteria will be **strictly** applied, by the Placement Panel, to determine whether a place will be offered.

They are:

- **siblings already enrolled at the school;**
- **transitioning from Bankstown South Infants School into year 3;**
- **proximity and access to the school;**
- **safety and supervision of the student before and after school; and**
- **compassionate circumstances.**

Once the Placement Panel has met, parents are notified in writing if their application has been successful or not.

Appeals

Where a parent wishes to appeal against the decision of the Placement Panel, the appeal should be made in writing to the principal who will seek to resolve the matter at the local level.

Enrolment of Students with Disabilities

When students with disabilities are seeking enrolment into a mainstream class, an appraisal of the student's educational and support needs will occur. This may occur as part of a planned transition process, or at the time enrolment is sought and will involve parents/carers.

In determining the most appropriate enrolment options, a number of factors will need to be considered including:

- the expressed desire of parents/carers;
- appraisal of educational and support needs;
- the school's capacity to provide the level of support required; and
- the availability of support services at alternative locations.

The appraisal may involve seeking assistance from the Director Educational Leadership and District Office personnel.

Enrolment of Non-Australian Citizens, including permanent residents, temporary residents and visitors

Non-Australian citizens, including permanent residents, temporary residents and visitors, may enrol in NSW government schools, subject to certain conditions.

Thorough checks are needed of:

- passports and visas,
- the original documents of temporary visa holders (who are subject to specific enrolment conditions).

Assistance will be sought, by the school from DoE International Student Programs before enrolment proceeds.

(This policy is reviewed annually - earlier if enrolment procedures change. Reviewed Term 3 2020).