



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. For more information on the Department of Education's Enrolment Policy, please use this link <https://education.nsw.gov.au/policy-library/policies/pd-2002-0006>

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. 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.

Enrolment of Local Students

Parents planning to enrol their child may be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area. This means families will need to provide documents to verify their current address. 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/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/Residential-address-check.pdf>. The standard enrolment application 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 application to enrol in a NSW government school 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.

Bankstown South Infants School (BSIS) transition into year 3 at PNPS

To support Bankstown South Infants students to move into a like school, PNPS is the feeder school and considered the local school for the year 2 students who are transitioning into Year 3. We have a close partnership with BSIS and provide a strong transition program. Part of the enrolment process includes liaising with BSIS staff and parents to ensure a successful start to school.

Non-local Enrolment

Non-local enrolment applications are only considered by Padstow North Public School if the school's local enrolment buffer level can accommodate the child and the application meets the school's criteria for non-local enrolment. Non-local enrolments are subject to the school's availability of space, risk assessment (if applicable) and supporting the needs of the student and their family. Contact with the child's local school will occur when considering the non-local application.

The only exceptions to this position will be the case of siblings of students currently enrolled who are no longer within the school enrolment catchment or as a result of exceptional circumstances. This does not include siblings that are currently enrolled at BSIS.

Placement Panel

The composition of the enrolment panel will consist of one executive staff member to chair the panel, one teaching staff member nominated by the principal and one school community member nominated by the school's parent organisation. The panel will consider non-local enrolment applications in a timely manner.

The decision made by the panel must take into account the enrolment cap and the buffer retained for local students arriving later in the year. The panel records all decisions and keeps minutes of meetings which are to be available on request by the principal and Director, Educational Leadership.

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**
- **proximity and access to the school**
- **structure and organisation of the school**
- **safety and supervision of the student before and after school**
- **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.

For more information about enrolling your child, please visit the Department of Education's website using this link [Enrolling your child in a NSW government primary school | NSW Government](#)

(Reviewed August 2024)