

Como West Public School

Guidelines for Enrolment

Implemented March 2021



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The enrolment of students at Como West Public School (CWPS) is consistent with the Department of Education (DoE) Policy *Enrolment of Students in NSW Government Schools* and *NSW Department of Education General Enrolment Procedures 2019*, 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. Parents may apply to enrol 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.*
- *Children living in the intake area will be enrolled in accordance with the policies of the DoE. The boundary of our intake area is available at <https://my.education.nsw.gov.au/school-finder/index>.*
- *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

A student is entitled to enrol at CWPS 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.

The designated intake area may change from time to time. If this occurs, families with children currently enrolled and in attendance at CWPS as local students who consequently reside outside of the intake area will retain the entitlement to enrol siblings at CWPS. This does not apply to children currently enrolled at CWPS as a non-local when a change of intake area occurs.

Proof of Residency

If CWPS is at or close to its enrolment cap (see below) CWPS will seek evidence demonstrating that the child's principal place of residence is within the designated intake area and use a 100-point residential address check to determine student's entitlement to enrol at CWPS.

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 CWPS is required to live with his/her parents or legal guardians. 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 CWPS. If the child's principal place of residence changes at any time after the child commences school, the child's parent or guardian must notify CWPS immediately so that the school records remain accurate.

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	15 each

* up to three months old

Kindergarten Enrolment

For students entering Kindergarten, in addition to the proof of residency at the time of enrolment, the principal place of residence must be re-confirmed at the commencement of the school year prior to the child's first day of attendance by presenting an original and current utilities or services bill to CWPS. Children are eligible to enrol at the beginning of the school year if they turn 5 years of age on or before 31 July in that year.

Enrolment Cap

A current enrolment cap for CWPS has been established at 277 students. Once this number of enrolments has been reached, in general, children who do not live within the designated intake area will not be enrolled.

Non-local Enrolments

A non-local enrolment is a student whose permanent and principal place of residence is beyond the designated intake area. Non-local enrolment requests should be made in writing using the Non-local Application Form (Appendix 1).

If the following conditions are met, the school may consider non-local enrolments:

- the 277 enrolment cap has not been reached
- there is a sufficient enrolment buffer (set by the Principal and approved by the Director, Educational Leadership) for eligible in-area enrolments arriving throughout the year
- there is available permanent accommodation (i.e. non-demountable classrooms).

Criteria for selecting non-local enrolment applications may include one or more of the following factors. The factors listed are in priority order and are subject to the discretion of the enrolment panel:

- a sufficient enrolment buffer exists for eligible in-area enrolments arriving throughout the year and the school is within its enrolment cap
- availability of permanent accommodation
- siblings already enrolled at the school
- proximity and access to the school
- compassionate circumstances
- safety and supervision of a student
- medical reasons.

Enrolment Panel

The CWPS Enrolment Panel considers and makes decisions on non-local enrolment applications. The enrolment panel comprises:

- one Assistant Principal
- one CWPS teaching staff member nominated by the Principal; and
- one school community member nominated by the CWPS Parents' and Citizens' Association.

The Enrolment Panel is chaired by the Assistant Principal who has the casting vote for accepting non-local enrolments. Decisions made by the Enrolment Panel must be made within the criteria for non-local enrolment. The Enrolment Panel will keep minutes of meetings which are available to the Principal and Director, Educational Leadership on request.

Applicants for non-local enrolment will be advised that the panel will include a school community member and all panel members should be asked to confirm they have no conflict of interest when considering an application.

In considering applications, the panel assess only the information and supporting documentation presented on the non-local enrolment application form.

The Enrolment Panel reserves the right to consider, and accept, special case applications. The panel has the authority to give priority of criteria for successful special case applications.

Waiting List Management

Non-local students will be requested to submit an application for non-local enrolments. For Kindergarten students. This should be submitted by 1 July prior to the year they wish to attend. The Enrolment Panel will determine whether the application meets the criteria and determine the priority of each application. Kindergarten applications received by 1 July will be placed on a waiting list. Applicants will be notified of the outcome of their application by the end of Term 3. Acceptance of non-local students will be subject to availability of spaces.

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 Director, Educational Leadership.

Factors for Other Enrolments

Enrolment of international students, temporary residents, exchange students or short-term attendance students will be managed by CWPS in accordance with the DoE Policies as amended from time to time.

Refusal of Enrolment

The Principal may refuse to enrol a student with documented violent behaviour when risk mitigation strategies or adjustments are not possible to manage the risk, subject to compliance with the DoE Policies as amended from time to time.

Document History and Details

Approving Officer: Danielle Scott – Principal, Como West Public School

Developed in consultation with the Enrolment Panel and School Council

Ratified by Como West Public School Council on 17 February 2021

Implementation Date: March 2021

Attachments

Application for Non-local enrolment

Application for Non-local Enrolment

Student Information

Family Name: _____ Date of Birth: ____/____/____

Given Name(s): _____ Gender: _____

Address: _____

Suburb: _____ Postcode: _____

Phone: _____ Email: _____

Parent/carer name: _____

Relationship to student: _____

Current school: _____

Current scholastic year (K-12): _____

Non local school placement request

Proposed scholastic year (K-12): _____ Proposed date for enrolment: ____/____/____

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria and attach supporting documentation:

Signature of parent/carer: _____ Date: ____/____/____

School use only

Date received: ____/____/____ Panel Decision: _____ Places available: _____

Parents advised on: ____/____/____ Details: _____

Designated local school: _____

Notes: _____

