

# CRESTWOOD PUBLIC SCHOOL



## Enrolment of Students

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### 1. Rationale:

The Education Reform Act 1990 requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school and to attend school on each day that instruction is provided, or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure these obligations are fulfilled.

The intake area for Crestwood Public School has been determined following consultation between the Director PSNSW for The Hills and the principals of adjacent schools. The latest revision was in 2012 and is recorded on a map and supporting documents filed in the school. The map is available to parents on request.

In general, all students living within the intake area should be guaranteed a place in the school.

Non-local enrolments cannot be used to create the need for additional staff and accommodation.

Whenever enrolments exceed the accommodation available in permanent classrooms non-local enrolments can only be accepted in exceptional circumstances as detailed in Section 5 below.

### **Statement of Commitment to People with Disabilities:**

#### **Awareness and Responsiveness**

Staff of the Department demonstrate awareness of the rights, needs and diversity of people with disabilities within our communities. They respond by consulting appropriately, planning effectively and providing high quality services for students, staff and customers.

#### **Access**

Staff of the Department work to progressively identify and remove attitudinal, communication and physical barriers that stand in the way of entry and participation by people with disabilities in the education, training and employment opportunities offered by the Department.

#### **Participation**

Students, staff and customers with disabilities have the same opportunities as other people to take advantage of the range of education, training and employment opportunities provided by the Department and its funded organisations.

## Accountability

The Department measures and reports on its progress in developing and implementing policies and practices to improve access, participation and outcomes for people with disabilities.

### At the time of enrolment enquiry, it will be necessary to:

- interview parents and the student to ascertain that all other criteria for enrolment are in order.
- gather all relevant information regarding the child's needs.
- with the assistance of the School Counsellor and Special Education Consultants ascertain the support needs of the student that these needs can be met and that enrolment is appropriate.

Decisions regarding the student's enrolment will be made in consultation with parents and Department of Education and Communities' staff.

## 2. "Application to Enrol in a NSW Government school" Forms

The revised application to enrol form was issued to all NSW government schools in 2014. This form incorporates several enhancements to the enrolment procedures when enrolling new students to the school.

These enhancements are explained to parents when an "Application to Enrol in a NSW Government school" form has been provided.

## 3. Local Enrolment

Residence refers to the address of the legal guardian with whom the student lives for the majority of the time. It does not refer to another member of the family, such as a grandparent. At the time of application, the student must already be living in the school's drawing area.

When parents submit their "Application to enrol in a NSW Government school" form they are to provide the following documents:

- Birth certificate or identity documents (not needed if currently enrolled in a NSW government school)
- Transfer certificate (if transferring from another NSW government school, except for those students moving from Year 6 to Year 7)
- Immunisation history statement (only required for students enrolling in primary schools for the first time)
- Court order (if applicable)
- Principals can seek any information they consider to be of assistance in determining eligibility for local enrolment. Such evidence includes; council rate notices, accounts for electricity, gas or water, telephone bills, lease documents or electoral enrolment confirmation, social services documentation, child support documentation. A minimum of **two pieces** of evidence will be required.
- All documents must be current and the originals will need to be sighted prior to a place being offered. Documents issued more than 12 months ago will not be accepted.
- A driver's licence will not be accepted.
- If leasing a property the lease must extend into the school year, a minimum of 6 months. This may require families to present a new lease prior to enrolment. Office staff will advise when necessary.

In addition ;

- Sometimes people state they are living with others in circumstances where there are no formal lease arrangements in place. In these situations, principals can ask the prospective student/parents for a statutory declaration in which the person confirms his or her residential address and that it is to be his or her place of residence during the school year.
- Principals can also ask the parents and or student for a statutory declaration from the "landlord" confirming the arrangements that are in place and his or her understanding the person intends to reside there during the school year.
- Where a child is to be living with relatives/friends both the child's parents and landlord are to provide a statutory declaration confirming the tenancy or other living arrangements. A formal statement of transferred guardianship may also be required in this circumstance.
- Statutory declarations declaring relationship between applicant and "landlord" (contact details of landlord will be requested) may be considered one piece of evidence of residence. **An additional** piece of evidence for proof of residence is also required.
- Applicants and "landlord" are to be reminded **that it is an offence under the Crimes Act to provide a school with false information so as to gain enrolment as a local enrolment and thus bypass the out of area process.**

The Application to Enrol in a NSW Government School requires the applicant to declare the information provided is correct. It also makes it clear the provision of false information can result in the enrolment being reversed. Any decision to reverse an enrolment needs to take into account the specific circumstances of the matter. Any decision to reverse an enrolment in these circumstances should only be made with the approval of the relevant Director.

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence which has a penalty of up to 2 years imprisonment, \$22,000 fine or both - section 307B of the Crimes Act 1900.

If a person provides a statutory declaration he or she knows to be false, for the purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment - section 25A of the Oaths Act 1900.

#### **4. Enrolment Cap**

An enrolment cap for a school is established centrally, based on available permanent accommodation.

Crestwood Public School has 21 permanent classrooms with a calculated enrolment cap of 485 students.

An Enrolment Cap for each year will be decided based on maximums of 20 (K), 22 (Yr1), 24 (Yr2) and 30 (Yrs 3-6) students per class.

Demountables are not counted towards the enrolment cap unless replacement accommodation is under construction.

## **5. Enrolment Buffer**

Within the enrolment cap, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area.

In schools where spare accommodation exists, except for enrolments at the commencement of the school year, non-local placements must not generate demand for extra staff or create disruption to school routine.

Crestwood PS has determined that the buffer for the school would be set at 1 student per class of 30 students. Places in the buffer are not to be offered to non-local students.

## **6. Non-Local Enrolments**

### **Aim:**

To provide a process and guidelines for considering non-local applications for enrolment in this school.

### **Process:**

1. Parents wishing to enrol their child/ren who do not live in the school catchment area, are required to obtain a Non-Local Enrolment Application form from the school office.
2. Parents are to complete the Non-Local Enrolment Application form and return it to the school office.
3. The Non-Local Enrolment Placement Panel will consider the application against the criteria (detailed below) and make a decision to accept or decline the application (Appendix 1).
4. Parents will be notified of the outcome in writing.

### **Implementation:**

An enrolment panel is established to consider applications for non-local enrolment. Membership of this panel is an executive staff member to chair the panel (Deputy Principal), a teaching staff member (nominated by the principal), and one school community member (nominated by the P&C).

The panel is to be chaired by the Deputy Principal. The panel will meet each term or under extenuating circumstances where required.

The Placement Panel must limit recommendations to the terms of this policy.

### **Criteria for Selection:**

- Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment cap.
- Acceptance of the enrolment will not create the need for additional staff and accommodation under any circumstances.

The criteria for non-local enrolment applications must be documented and cannot be unlawfully discriminatory. Criteria may include (but not limited to):

- Extenuating circumstances of a serious nature
- Compassionate reasons
- Siblings already enrolled at the school

Criteria must not include student ability, performance or achievement. Priority should be given to siblings of currently enrolled students, where possible.

Consideration may be made by the panel, for families who are building homes in new housing estates. Enrolment of students may be considered if the following can be provided;

- 1) A building or contract of sale stating the time of commencement of building. Ownership of land without evidence of a building/sale contract will not be acceptable.
- 2) Building/sale contract must be in the name of the parent / guardian of the child being considered for enrolment.
- 3) Building/sale contract must specify work to commence within 3 months of planned date of enrolment.
- 4) Evidence this will be the family home and not a rental property.
- 5) Other supporting documentation may be requested if necessary to support enrolment.

Please note:

- For families who leave the area and no longer live within the catchment area, a Non-Local Application must be completed for siblings. This application will be reviewed by the panel according to the criteria set out in this policy.
- Waiting lists are not maintained.
- The Placement Panel will record all decisions and maintain minutes of the meetings. These are to be made available on request to the Director.
- Parents are informed in writing of the panel's decision.
- Appeals are to be dealt with in the first instance by the school Principal. The appeal should be made in writing to the Principal.

Where the appeal is not resolved at the local level, the Principal will request the Director to consider the matter. All documentation relating to the school's decision will be forwarded to the Director. The Director's determination will be based on whether the stated criteria in the school's policy have been fairly applied.

- School administrative and support staff must be fully informed of this policy.
- Parents have the right to make a non-local enrolment application even though they may have been advised that the school is unable to accommodate non-local enrolments.

**References:**

General Enrolment Procedures; NSW Department of Education; 20 December 2018; implementation date 22 July 2019

“Enrolment of Students in Government Schools: A Summary and Consolidation of Policy”

(August 1997)

Legal Issues Bulletin Number 40: ‘**Collection, use and disclosure of information about students with a history of violence**’

Legal Issues Bulletin Number 43. ‘ **Enrolment of Students in Government Schools.**

**NSW Department of Education and Training - DISABILITY ACTION PLAN**

# CRESTWOOD PUBLIC SCHOOL



## Non-Local Enrolment Application Placement Panel Consideration

<b>Student Name</b>	_____	<b>Date</b>	_____
<b>Panel Members</b>	_____ _____		

### Selection Criteria Addressed (tick all that apply)

*Taken from Crestwood PS Enrolment of Students Policy - October 2019*

- Extenuating circumstances of a serious nature
- Compassionate reasons
- Siblings already enrolled at the school

Panel Member	Notes	Decision
<b>Executive (Chair)</b>		Accept / Decline
<b>Staff Member</b>		Accept / Decline
<b>Parent Community Member</b>		Accept / Decline

### The Selection Panel's Final Decision

<b>Accepted</b> Give to Principal for sighting before filing.	Acceptance letter sent to parent / carer	Date: _____
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<b>Declined</b>	Unsuccessful letter sent to parent / carer	Date: _____
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**Office:** Please ensure this application is filed in the 'Out of Area Enrolment' folder.