

# Procedures for the enrolment of students in Otford Public School



Established in 1885, Otford Public School is located at the northern end of the Illawarra region and situated close to the Royal National Park. It is a small community school made up of three classes caring for children and preparing them for the future. The school is typically rural, yet modern in its facilities and innovative in its approach to teaching and learning. Otford Public School is dedicated to building a smart, engaged and innovative learning community that learns from and teaches one another, one that responds to students' natural curiosity and shapes the way they learn today and in the future. We are a member of the Seacliff Community of Schools, and our local high school is Bulli High School.

## Informed by Enrolment of Students in NSW Government Schools Policy statement

at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

and General Enrolment Procedures at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>

Students are entitled to be enrolled at the local school for which they are eligible. A boundary map and school locator <https://education.nsw.gov.au/school-finder> will be used to determine if the student is in area.

## Enrolment Cap

The enrolment cap is the number of students that can be enrolled at a school based on permanent accommodation. The cap is determined centrally by School Infrastructure NSW.

## Local Enrolment Buffer

Within the enrolment cap, a number of enrolment places (a buffer) must be set aside for the enrolment of local students arriving throughout the year. Once a school has reached its local enrolment buffer, places cannot be offered to non-local students. The local enrolment buffer and the school's non-local enrolment criteria are to be reviewed on a regular basis. Any change is to be approved by the Director, Educational Leadership in time for enrolment of the following year's intake.

## Residential address check- proof of residency

Otford Public School will undertake a 100 point check to verify that a student presenting for enrolment resides within the school's designated intake area.

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-nswgovernment-schools>

Original 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

<p>2. Any of the following</p> <p>2.1. Private rental agreement for a period of at least 6 months</p> <p>2.2. Centrelink payment statement showing home address</p> <p>2.3. Electoral roll statement 3.</p>	20 each
<p>Any of the following documents</p> <p>3.1. Electricity or gas bill showing the service address*</p> <p>3.2. Water bill showing the service address*</p> <p>3.3. Telephone or internet bill showing the service address*</p> <p>3.4. Drivers licence or government issued ID showing home address*</p> <p>3.5. Home building or home contents insurance showing the service address</p> <p>3.6. Motor vehicle registration or compulsory third party insurance policy showing home address</p> <p>3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this</p>	15 each

\* up to three months old

Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check requirements when assessing a child's entitlement to enrol at the school. If this is to occur, principals are required to seek the approval of the Director, Educational Leadership.

Schools must note the requirements for the collection, use, disclosure and storage of personal and health information as outlined in the Application to enrol in a NSW Government school form. At Otford Public School:

- Copies of the documents presented as part of the 100-point residential address check will be stored securely with limited staff access to the documents.
- Information will be used only for the purpose for which it is collected or as otherwise permitted or required by law.
- Information that is not necessary will not be collected.

In exceptional circumstances, the principal may waive this requirement subject to approval by the Director, Educational Leadership. Under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. However, any requests for proof of address must be reasonable in the circumstances.

### **Enrolment of non-local students**

Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level. In determining whether the school can accommodate a child the principal considers:

- the child's age
- the type of school
- the resources of the school
- the existing number of permanent classrooms and other facilities at the school.

Criteria for the enrolment of non-local students may include:

- siblings already enrolled at the school
- compassionate circumstances
- medical reasons

- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- structure and organization of the school
- proximity and access to the school
- recent change in the local intake area boundaries

Criteria for the enrolment of non-local students will not include student ability, performance or achievement.

When the school's enrolment level is close to the local enrolment buffer, the principal is required to inform the principal of the child's local school when considering the non-local enrolment application, and to seek approval of the Director, Educational Leadership before making an offer to enrol the child. Schools that have reached their enrolment cap have no capacity to enrol non-local students unless requested by the Director, Educational Leadership.

- If the school is not **near its buffer**, then siblings should be able to be enrolled at the school. In fact, siblings of students currently enrolled will be prioritised, where possible, over other non-local enrolment applications.
- If the school is **nearing its buffer**, then the school will form a non-local enrolment panel. The panel considers non-local enrolment applications when the number of non-local applications received exceeds the number of places available below the buffer. Again, in this instance, siblings of students currently enrolled will be prioritised, where possible, over other non-local enrolment applications.
- If the school is **at capacity**, it will not accept non-local enrolment applications unless there are exceptional circumstances.

### Responding to non-local enrolment applications

When a principal receives a non-local enrolment application, the principal will inform the principal of the student's local school.

Principals will ensure relevant staff know whether they can or cannot accept non-local enrolments and ensure advice and communication provided to parents is consistent. Principals will also develop protocols, in collaboration with other schools if appropriate, to ensure communications and advice provided to parents is consistent and supportive of public education. This may include requesting a parent to attend at the local school and to meet that school's principal before any non-local enrolment application is considered.

Procedures for non-local enrolment applications can be found at: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

### Enrolment panels

Schools above their buffer cannot enrol non-local students, without the approval of the Director, Educational Leadership.

When the number of non-local applications received exceeds the number of places available below the local enrolment buffer, applications will be considered by a non-local enrolment panel. The principal will also seek the approval of the Director, Educational Leadership before agreeing to enrol the student.

The enrolment panel includes:

- A local principal
- A member of the school's teaching staff
- School community member, nominated by the school's Parents and Citizens' Association

## **Waiting Lists**

Where no non-local places are available within the school's buffer, a waiting list for students may be established by the principal. The length of the waiting list should reflect realistic expectations of potential vacancies and ensure students can participate in the relevant transition processes.

## **Appeals**

Appeals against the decline of non-local enrolment applications must be in writing. They are managed by the principal in the first instance with the purpose to determine whether the stated criteria have been applied equitably.

The Director, Educational Leadership is the final decision maker for appeals against the decline of non-local enrolment applications as per the General Enrolment Procedures (at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>).

## **Wollongong North Network high school enrichment classes**

All Wollongong North high schools offer an enrichment class to high potential or gifted students. Only students who have been accepted for enrolment can be considered for enrichment class placement.

While criteria are applied to the formation of each Wollongong North high school's enrichment class, the classes are not designated as Selective classes, nor are the schools identified as partially Selective.

## **Revision**

This Policy is a revision of the Otford Public School Enrolment Policy, in accordance with Enrolment of Students in NSW Government Schools Policy statement at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools> and General Enrolment Procedures at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>.

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