



## ENROLMENT PROCEDURES (K-6)

### Enrolment Principles and Guidelines

Students will be enrolled at Newbridge Heights Public School in accordance with the Department of Education enrolment policy, *Enrolment of Students in NSW Government Schools*, effective 22 July 2019 (available at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools?refid=285776>) and the *General Enrolment Procedures* (available at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>).

The enrolment of students at Newbridge Heights Public School is consistent with the Department of Education (DoE) Policy, 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.

Children living in the intake area will be enrolled in accordance with the policies of the DoE. The boundary of our intake area is clearly marked on the School Catchment Map from the DoE Demographer (attached). To find out if you are in our catchment area please check the DoE School Finder Enquiry tool (available at <https://education.nsw.gov.au/school-finder/index>).

In the context of the above principles and their application, 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

Students are enrolled at Newbridge Heights Public School in accordance with the guidelines of the NSW Department of Education. A student is entitled to enrol at Newbridge Heights Public School if the child's permanent and principle place of residence is situated within the designated intake area and the child is eligible to attend school.

#### Enrolment Cap

A current enrolment cap for Newbridge Heights Public has been established at 554 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.

#### Enrolment Buffer

Within the enrolment cap, a buffer will be determined to accommodate in-area students arriving throughout the year. The size of the buffer (currently set up at 14) is based on historical data, enrolment fluctuations and on the number of families moving in and out of the area. Places in the buffer will not be offered to out-of-area children except on compassionate grounds.

## Proof of Residency

The school will seek evidence demonstrating that the child's place of residence is within the designated intake area and uses a 100-point residential address check to determine student's entitlement to enrol at the school (as set out on page 9 of the Department of Education's *General Enrolment Procedures* (available at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf> - See Figure 1.0 below).

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".*

Applicants are required to be permanently residing in the designated intake area at the time of making an application to the school.

If the child's place of residence changes at any time after your child commences school, the child's parent or guardian must notify the school immediately so that the school records remain accurate.

### Figure 1.0 100-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) <ul style="list-style-type: none"> <li>1.1. Council rates notice</li> <li>1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt</li> <li>1.3. Exchanged contract of sale with settlement to occur within the applicable school year</li> </ul>	40
2. Any of the following <ul style="list-style-type: none"> <li>2.1. Private rental agreement for a period of at least 6 months</li> <li>2.2. Centrelink payment statement showing home address</li> <li>2.3. Electoral roll statement</li> </ul>	20 each
3. Any of the following documents <ul style="list-style-type: none"> <li>3.1. Electricity or gas bill showing the service address*</li> <li>3.2. Water bill showing the service address*</li> <li>3.3. Telephone or internet bill showing the service address*</li> <li>3.4. Drivers licence or government issued ID showing home address*</li> <li>3.5. Home building or home contents insurance showing the service address</li> <li>3.6. Motor vehicle registration or compulsory third party insurance policy showing home address</li> <li>3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.</li> </ul>	15 each
* Up to three months old	

### Non-local enrolment applications

Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer.

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

- a sufficient enrolment buffer exists for eligible in-area enrolments and the school is within its enrolment cap
- availability of appropriate staff and permanent accommodation
- siblings of students currently enrolled in the school or preschool.
- compassionate grounds.

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

Parents should review Section 9.4 “**Non-local enrolment**” located on page 19 of the Department of Education’s *General Enrolment Procedures* (available at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>) to ensure they understand the requirements for a Non-local enrolment application.

## Criteria

### Criteria may include:

- siblings already enrolled at the school
- proximity and access to the school
- medical reasons
- safety and supervision of the student before and after school
- compassionate circumstances
- structure and organization of the school
- recent change in the local intake area boundaries

**Special note:** there is no guarantee or implied assurance that siblings of students enrolled as a Non-local student will be offered a place at Newbridge Heights Public School in the future.

## Enrolment Panel

The Newbridge Heights Public School Enrolment Panel considers and makes decisions on non-local enrolment application. The enrolment panel comprises:

- one executive member of staff
- one staff member (nominated by the Principal)
- one school community member nominated by the school's Parents' and Citizens' Association and if required
- Community Liaison Officer and/or School Administration Officer

The Enrolment Panel is chaired by the executive member of staff. 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.

## Waiting List

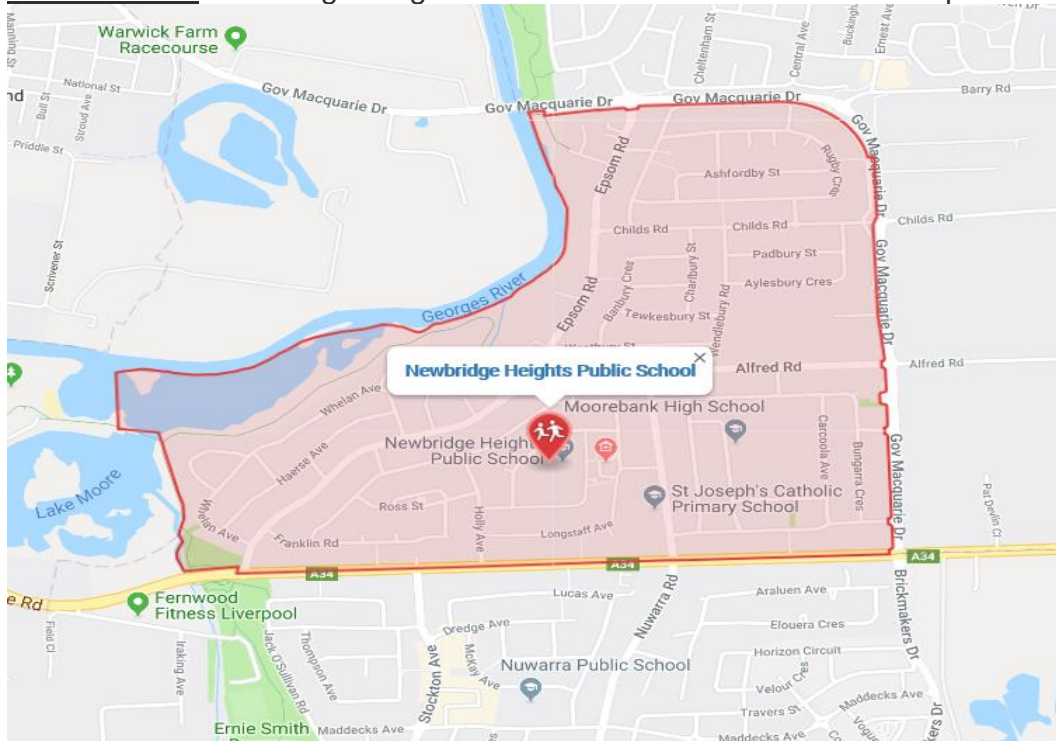
A waiting list maybe created for non-local students who are not offered enrolment. The waiting list will be determined by the panel and will remain valid for 12 months. Parents will be notified of their position on the waiting list.

## 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 with the Director, Educational Leadership.

**Documents Following:**

**Document A:** Newbridge Heights Public School Catchment Area Map



**Document B:** Street Inclusions/Exclusions (pertaining to boundary streets)**NEWBRIDGE HEIGHTS – IN AREA STREETS**

<b>A</b> Akora Close Alfred Road Aruma Close Ashfordby Street Aylesbury Crescent	<b>F</b> Franklin Road	<b>P</b> Padbury Street
<b>B</b> Bainbridge Avenue Balanada Avenue Banbury Crescent Bangalla Avenue Bangalow Avenue Bibury Close Bon Street Boolarong Avenue Bungarra Crescent	<b>G</b> Governor Macquarie Drive (even nos.)	<b>Q</b> Quota Avenue
<b>C</b> Carcoola Avenue Caringal Street Challoner Avenue Charlbury Street Childs Road Coolarn Street Corby Place Cosford Close	<b>H</b> Haerse Avenue Hind Place Holly Avenue Howlett Close	<b>R</b> Rail Place Reid Place Ross Street Rugby Crescent
<b>D</b> Dalby Place Derby Crescent Digby Place	<b>J</b> Joseph Street	<b>S</b> Sammut Crescent Sodbury Street Swindon Place
<b>E</b> Epsom Road	<b>L</b> Ledbury Place Lewin Crescent Longstaff Avenue	<b>T</b> Tewkesbury Street Thumby Street
	<b>M</b> Magree Crescent	<b>W</b> Wendelbury Road Westbury Street Whelan Avenue Wilby Street Woongarra Avenue
	<b>N</b> Newbridge Road (odd nos.) Nuwarra Road (odd nos. 1-33 even nos. 1-58)	
	<b>O</b> Oadby Street Osbourne Street Oxford Street	

**APPLICATION FOR NON-LOCAL PRIMARY ENROLMENT**

Thank you for your interest in enrolling your child at Newbridge Heights Public School. Please refer to the School Enrolment Policy when completing an application for non-local enrolment and attach a copy of your child’s most recent school (or pre-school report).

**STUDENT INFORMATION**

Surname .....

Given Names .....

Date of birth ...../...../..... Grade applied for .....

Present school .....

Present Grade .....

Siblings and ages .....

Special needs .....

**REASON(S) FOR APPLICATION (see policy)**

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.....  
.....  
.....  
.....  
.....  
.....  
.....  
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**PERSON MAKING APPLICATION**

Surname .....

Given Names .....

Relationship to student .....

Home telephone ..... Work telephone .....

Address .....

..... Postcode .....

I have also applied for non-local enrolment at .....School

and for local enrolment to .....School

Signature ..... Date ...../...../.....

<b>SCHOOL USE ONLY</b>		
Date received .....	Priority on waiting list .....	
Notified .....	Enrolled .....	Cancelled .....
Student reports attached .....		