



# Summer Hill Public School

## Enrolment policy

### 1. PURPOSE

This document provides information for the community on the requirements and procedures for enrolling students at Summer Hill Public School.

### 2. SCOPE

This policy describes the requirements and procedures for all parents and carers wishing to enroll students at Summer Hill Public School from Kindergarten to Year 6.

This policy is consistent with the requirements of the Education Act 1990 <https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-1990-008> and the Enrolment of Students in NSW Government Schools <https://education.nsw.gov.au/policy-library/policies/pd-2002-0006>

### 3. PRINCIPLES

#### 3.1 Designated local area

The Secretary of the Department of Education designates local intake areas. The School Finder tool <https://schoolfinder.education.nsw.gov.au/> provides information about the school intake area to assist in determining local enrolment areas. The areas identified in School Finder will be reviewed periodically and may be amended.

#### 3.1a Special Circumstance: Yeo Park Infants School

- Summer Hill Public School is considered the local school for students at Yeo Park Infants School who are transitioning from Year 2 to Year 3.
- In all other cases, for K-2 students in the designated local intake area for Yeo Park Infants School, Summer Hill Public School is not the local school. These students will not be considered for K-2 enrolment at Summer Hill Public School.

#### 3.2 Enrolment Cap

An enrolment cap for a school is established centrally, based on available permanent accommodation (classrooms). Currently, the enrolment cap for Summer Hill Public School is 647 students based on 28 permanent classrooms. Our demountable classrooms are not counted toward the enrolment cap as these are not permanent accommodation.

#### 3.3 Enrolment Buffer

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving during the year. The size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving out or into the area. The size of the enrolment buffer is determined annually by the principal, these places are not to be offered to non-local students.

## 4 MANAGING ENROLMENTS

A child is entitled to enrol at any government school if they are eligible and the school can accommodate the child.

### 4.1 In-area enrolments

An in-area enrolment is a student whose permanent residence is situated within the designated local area. Please refer to the Department of Education School Finder tool located here <https://schoolfinder.education.nsw.gov.au/>

### 4.2 Enrolment applications

How to enrol

[Apply online](#). If you are an Australian or New Zealand citizen or permanent resident you are eligible to complete the [online enrolment application](#). You will then need to finalise the application at the school.

If you are not eligible or prefer not to enrol online, use the [application to enrol](#) (PDF 768.4KB) form. Please complete the form in English. A [translated application to enrol](#) may help you do this.

### 4.3 Kindergarten enrolments

Children may enrol in Kindergarten at the beginning of the year if they turn 5 years of age on or before 31<sup>st</sup> July of that year. Children, on reaching the statutory age requirement must be enrolled at school.

### 4.4 Enrolment documentation

The Applications to enrol may be submitted at any time during the year with documentation of your child's identity either a birth certificate or passport, up to date immunisation records and 100-point residential address check.

Australian residential status if applicable, example Permanent residency visa.

### 4.5 Residential address check

You are required to provide evidence demonstrating local permanent residence status through the provision of current and original documents. Schools that are nearing their enrolment buffer will use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ol 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> </ol>	40
2. Any of the following <ol 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> </ol>	20 each
3. Any of the following documents <ol 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> </ol>	15 each

\* up to three months old

Where a parent / carer is able to give good reasons why they are unable to provide 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.

#### 4.6 Out-of-area enrolments

An out-of-area enrolment is a student whose permanent residence is beyond the designated local area. Parents or caregivers living outside the school's designated local area may apply to enrol their child at the school. The out-of-area enrolment applications process requires online application to be completed [out-of-area enrolment](#).

Out-of-area enrolment applications are considered by schools that can accommodate the child. In determining whether the school can accommodate a child the principal considers:

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

Out-of-area enrolment applications will be considered with reference to each applicant's residential address and the following criteria:

- compassionate circumstances
- siblings of a child currently enrolled at the school
- Proximity and access to the school
- Safety and supervision of the student before and after school

Please note that satisfying one or more of these criteria does not guarantee enrolment. An offer of enrolment will only be made if places are available. Out-of-area applicants who are made offers of enrolment will be emailed a link to complete an online enrolment application

#### **4.7 Temporary residents**

Temporary residents must submit an application to the Temporary Residents Program to enrol in a NSW government school. Temporary residents may be enrolled at a school if the school can accommodate them. A request for an out-of-area enrolment may be considered by the school, according to department policy and subject to the considerations and criteria in 4.6 above. If a school is at capacity temporary residents will be referred to the next available school with capacity.

#### **4.8 Opportunity class enrolment**

This is a process based on a priority list determined by the Department of Education, not the school. Students must compete academically with other candidates from other schools for Opportunity Class placement. Academic merit is determined by students' achievement in the Opportunity Class placement test and primary school assessment scores. Further information can be found here [https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/general-information#sidenavigation\\_auto](https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/general-information#sidenavigation_auto)

Siblings of out-of-area Opportunity Class students will not be automatically enrolled. Families are required to follow the procedures for non-local enrolment.

#### **4.9 Enrolment panel**

Where non-local-enrolment applications exceed the number of vacancies the enrolment panel will consider each application. The composition of the enrolment panel is determined locally and will consist of one executive staff member to chair the panel and at least one teaching staff member nominated by the principal and one school community member nominated by the school's parent organisation. Applicants for non-local enrolment must 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 the application.

It is preferable that the principal is not the chair or the executive member on the panel so that appeals in the first instance can be considered by the principal.

The panel considers non-local enrolment applications in a timely manner. In considering applications, the panel assesses only the information and supporting documentation presented on the non-local enrolment application form, available from the school.

The decision made by the panel must consider 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.

The chairperson ensures that the established criteria are applied equitably to all applicants. The school will notify parents of the result of their application. Parents may request a written explanation of the decisions of the panel.

#### **4.10 Waiting list**

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies.

#### **4.11 Appeals**

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the principal is not on the enrolment panel, the principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership.

The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.

