



ENROLMENT PROCEDURES (Updated 2022)

This procedure provides information for the community and direction for school personnel on the entitlements, requirements and procedures for the enrolment of students in our school. It is a summary of information from General Enrolment Procedures-

[https://education.nsw.gov.au/public-schools/going-to-a-public-](https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment#General0)

[school/enrolment#General0](https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment#General0) Individuals requiring more information should refer to this document.

Specific Information about Primary school enrolment can be found at-

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment/primary-school-enrolment>

GENERAL INFORMATION

- All children turning 6 must enrol at school.
- Children who attain the age of five years prior to 1 August in that year may be enrolled from the second day of the school year.
- Students on transfer and children reaching the statutory school age of six years are also eligible.
- Students visiting our locality for a short period should not be enrolled but should be regarded as short-term attendance. No class reorganisation should occur and should not be included in statistical returns, but attendance records must be maintained.

EARLY ENTRY – CHECK DEPARTMENT GUIDELINES

Some intellectually gifted young children may be enrolled into Kindergarten early:

- The child is within six months of the approved entry age
- A comprehensive, culturally fair psychological evaluation of the child's intellectual functioning, academic readiness and socio-emotional maturity should be conducted
- The school principal has the final responsibility for deciding when any form of accelerated progression is appropriate for individual gifted and talented students in Year K-12 to meet each student's educational, social and emotional needs. (NSW Department of Education and Training, 2004)



LOCAL PROCEDURES FOR ENROLMENT

- The school will require a standard 100-point residential address check to verify local student status (Refer to Appendix A). The enrolment procedure commences if 100 points are met. See General Enrolment Procedures.

NON-LOCAL PROCEDURES FOR ENROLMENT

All 'Non-Local' applicants must fill out a Non-Local Enrolment form (including reasons) before they can be offered a position. If the school hasn't reached a buffer:

- A committee consisting of an Assistant Principal, a School Administrative Officer and a parent representative will decide on the successful applications for 'Non-Local' enrolment.

These criteria are, in order of importance:

- Sibling (brother or sister already **attending** this school)
 - Out of School Hours (OoSH) requirements
 - Family support
 - Logistical support
 - Wellbeing
 - 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
- The out-of-area panel or school principal will contact the previous or current NSW Department of Education schools will be made.
 - The Department of Education's Out-of-Area Enrolment website-
<https://education.nsw.gov.au/parents-and-carers/initiatives/online-enrolment-for-nsw-public-schools/out-of-area-enrolments>

IF THE SCHOOL HAS REACHED ITS BUFFER

Enrolment doesn't proceed, students will be referred to his/her local school.

From 2020, students with currently enrolled siblings will proceed through non-local enrolment procedures outlined in this document.

In exceptional circumstances, this process may be waived or varied by the principal subject to approval by the Director, Educational Leadership.



ENROLMENT PANEL

The Peakhurst West Public School Enrolment Panel considers and makes decisions on out-of-area enrolment applications.

The Enrolment Panel is chaired by the Assistant Principal who has the casting vote.

Decisions made by the Enrolment Panel must be made within the criteria for out-of-area enrolment. The enrolment panel will keep notes of meetings that are available to the Principal and Director, Educational Leadership on request.

APPEALS

An appeal against the decision of a placement panel needs to be made in writing to the Principal (within seven days). If the matter is not resolved, the Director, Educational Leadership will consider the appeal and make a determination.

Transfer Procedures

- The child's name is transferred into Leaver's File on ERN on his / her last day at school
- The school Assistant releases Student Record Card as requested from the school of transfer.

FOLLOWING ACCEPTANCE OF ENROLMENT - PROCEDURES

- The parents are introduced to the Principal and a decision made as to the enrolment
- Parent / Caregiver completes the following forms:
 - Application for enrolment (non-local enrolments complete the full application upon acceptance)
 - Parents receive School Information Booklet.
- Parents receive information on school levy / textbooks. Pro rata adjustments made depending on date of enrolment in the school year.

ADMISSION REGISTER AND ERN ENTRY

Registration information will be kept in the Administration Office and the update is the responsibility of the School Administrative Officer. The required information is processed via OES or entered into the ERN administration from the enrolment form. The School



Administrative Officer sends a request for Student Background Information and Documents from the previous/current school if applicable.

Procedure for Enrolment in Particular Circumstances For further information, about the following circumstances refer to the General Enrolment Procedures

(<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment#General0>)

- Government preschool classes
- Early Intervention classes
- International students
- Temporary residents
- Exchange students
- Attendance at unique school settings ad programs
- Short-term attendance
- Flexible attendance
- Transfer Applications
- Short-Term and Part-Time Attendance of Students
- Part-Time Enrolment



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Peakhurst West Public School's Catchment Area Map





Please also note the following:

A child enrolling at Peakhurst West Public School is required to live with his/her parents or legal guardians. Staying with a relative or friend does not qualify a child as "a resident". 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 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.

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)	40
1.1 Council rates notice	(1 only)
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	
2. Any of the following	20 each
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	
3. Any of the following documents	
3.1. Electricity or gas bill showing the service address*	15 each
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.	

* up to three months old