



# Coal Point Public School

## Enrolment Procedures 2021

(Term 4, 2021- Term 4, 2022)

### Introduction

Any child between the ages of six and seventeen is required to be enrolled at a government, registered non-government school or training facility, and is to attend 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 that these obligations are fulfilled.

### General Principles Governing Enrolment

A student is considered to be enrolled when he or she is placed on the admission register of a school. 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.

Coal Point Public School's intake area is determined by the NSW Department of Education, School Infrastructure NSW in consultation with the principal, school community and the Director Public Schools NSW. The School Finder tool provides information about school intake areas to assist parents in determining their child's local school. The areas identified in School Finder are subject to change. <https://schoolfinder.education.nsw.gov.au/>. A map of the intake area is available at our school office and can be found in Attachment A.

No person will be discriminated against enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Kindergarten enrolment applications are only accepted after Day 1 of Term 2, for the following year.

### Local Enrolment Buffer

The Enrolment Cap for a school is established centrally based on permanent accommodation. The enrolment cap for Coal Point Public School is 185 students.

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout 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 into or out of the area. The size of the local enrolment buffer is set locally by the principal and approved by the Director, Educational Leadership. It is reviewed annually and set in time for assessing applications for the following year's enrolment intake. Places in the local enrolment buffer are not to be offered to non-local students. Coal Point Public School has an enrolment ceiling based on 8 permanent mainstream classes, based on historical data we have a buffer of 18 students to accommodate designated intake area students enrolling throughout the year.

### Local Enrolment Applications

A student whose address falls within the designated intake area will be entitled to enrol at Coal Point Public School in accordance with the policies of the NSW Department of Education.

Children may enrol for Kindergarten if they turn five years of age on or before 31 July in that year. Original documentation providing proof of age is required. Either birth certificate or passport can be used to provide this information. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.

All parents / carers enrolling children must produce a proof of immunisation status. Parents

can find out more by reading the NSW HEALTH guidelines regarding procedures for a child who is not immunised.

An interview with the Principal or delegated executive member will be held with all new enrolments. A checklist form will be completed during the interview to determine any special needs including ESL and funding support for disabilities.

### Residential Address Check

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. Schools that are at or nearing their local 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) <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

### Placement Panel

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. The decision made by the panel must take into account the enrolment cap and the buffer retained for local students arriving later in the year.

## **Non-Local Enrolments**

Applications for non-local enrolments will be considered by the panel only when there are places available in the school. The enrolment will not create the need for additional staff and accommodation under any circumstances.

Criteria for non-local enrolment applications must be documented and cannot be unlawfully discriminatory. Criteria may include:

- siblings already enrolled at the school
- proximity and access to the school
- access to single-sex education
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- compassionate circumstances
- structure and organisation of the school
- recent change in the local intake area boundaries.

## **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. The principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership. 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 to the Director, Educational Leadership.

## **Evaluation Process:**

This policy will be reviewed, and refined if necessary, in Term 4 2022, by CPPS executive and the P&C. This policy was last ratified by CPPS executive and P&C in Term 4, 2021.

For further information please see the NSW Department of Education Enrolment Policy by click this link: [Enrolment policy - Information for parents \(nsw.gov.au\)](https://www.nsw.gov.au/enrolment-policy)

# COAL POINT PUBLIC SCHOOL ENROLMENT ZONE- Attachment A

