



Education &
Communities

Public Schools NSW

Enrolment Policy

Hurstville Public School



School Enrolment Policy

Related Policies and Guidelines:

1. DET 1997 **Enrolment of Students in Government Schools: A Summary and Consolidation of Policy**
2. Legal Issues Bulletin Number 40: **'Collection, use and disclosure of information about students with a history of violence'**
3. Legal Issues Bulletin Number 43. **Enrolment of Students in Government Schools.**

1. Rationale:

The Education Reform Act 1990 requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school and to attend school on 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 these obligations are fulfilled.

The intake area for Hurstville Public School has been determined by the Department of Education (DoE). The map is available to parents on our website. However, the definitive indication of whether an address is within or outside our local intake area will be determined by school staff through the DoE's *School Intake Zone Enquiry* application.

In general, all students living within the intake area should be guaranteed a place in the school, subject to the conditions in Section 5 of this policy.

Non-local enrolments cannot be used to create the need for additional staff and accommodation.

Whenever enrolments exceed the accommodation available in permanent classrooms, non-local enrolments can only be accepted in exceptional circumstances as detailed in Section 6 below.

2. Enrolment Ceiling:

The enrolment ceiling for Hurstville Public School is determined by the available permanent classroom accommodation. Four classrooms (120 students) are allocated to OC students and four classrooms are reserved for the Support Unit students. This means that there are 42 classrooms available for mainstream enrolments, setting the ceiling at 1,008 students for mainstream students. This figure is calculated on an average of the class size maximums of 20 for Kindergarten; 22 for Year 1; 24 for Year 2; and 30 for Years 3 to 6, which averages to 24 students per class. This enrolment ceiling may be reviewed should the specialist classes (OC and/or Support Unit) no longer be based at Hurstville Public School and, therefore, no longer require classroom accommodation.

3. Enrolment Buffer:

The ceiling for enrolment of non-local students is currently 924 (hereafter referred to as the Enrolment Buffer), leaving 84 places (equating to two students per class) for local students.

4. Local Students:

Local students are those whose *permanent place of residence* lies within the geographical boundaries as determined by the Department of Education (DoE). A map of the current local area boundaries is available on our website. However, the definitive indication of whether an address is

within or outside our local intake area will be determined by school staff through the DoE's *School Intake Zone Enquiry* software application.

5. Enrolment of Local Students:

All local children who are Australian citizens or permanent residents may enrol at the school provided that they:

- will have turned five years of age on or before 31 July in the year for which they seek enrolment, or satisfy the requirements for Early Entry under the *Policy for the Education of Gifted and Talented Students (1991)*;
- can be provided with the appropriate level of support (in the case of students with disabilities and/or special learning or behavioural needs);
- have no history of violence;
- are not under suspension or expulsion from another school
- are not restricted by court or Department of Community Services orders which may prohibit their enrolment;

Due to the pressure of increasing enrolments on the accommodation, infrastructure and programs on the school, as of 27 June 2016, students on Temporary Visas and International Students will not be able to enrol at Hurstville Public School, irrespective of their local address. The school will provide the names of alternative schools which may be able to accept these enrolments.

From 27 June 2016, families enrolling a child at Hurstville Public School for the first time, as a local student, but who subsequently move out of the school's catchment area, will not be able to enrol siblings at this school as a sibling entitlement. They may apply using the non-local enrolment procedures, if there are vacancies at the time. Alternatively, they can apply at their local school as determined by their residential address.

Residence refers to the address of the legal guardian with whom the student lives for the majority of the time. It does not refer to another member of the family, such as a grandparent. At the time of application, the student must already be living in the school's drawing area, and must continue to be resident within the drawing area at the time the student commences attendance. *Enrolment* commences on the day a student attends class for the first time at that school, not when an application form is submitted.

When parents or carers submit their "*Application to Enrol in a NSW Government School*" form, they are to provide the following documents.

Proof of Child's Identity, Age and Immunisation Status:

- Birth certificate or identity documents **or**
- Passport or Citizenship documents as applicable **and**
- Immunisation history statement (only required for students enrolling in primary schools for the first time)

Proof of Child's Address: Three Pieces of Evidence Required

Principals can seek any information they consider to be of assistance in determining eligibility for local enrolment. A minimum of **three pieces** of evidence will be required that confirm that the applicant lives at the address provided. Such evidence includes:

One document from this section:

- rental agreement. If leasing a property, the lease must extend into the school year by a minimum of six months. This may require families to present a new lease prior to enrolment. Office staff will advise when necessary.
- council rates notices on which the mailing address and the rates notice are for the same property and that property is the home address of the child

Two or more documents from this section:

- accounts for electricity, gas or water (*each counts as one piece of evidence*)
- home telephone accounts
- electoral enrolment confirmation
- social services documentation*
- child support documentation *
- bank statements
- medicare statements
- home contents insurance documents

All documents must be current and the originals will need to be sighted prior to a place being offered. Documents marked with an * above, must be official government correspondence mailed to the home address provided.

- A driver's licence will not be accepted as proof of address.
- For new students enrolling for the next year, whilst current documents will be asked for in the year prior to the day of enrolment, current documents will need to be provided on the day of enrolment, to ensure the residential address is still current. This will be for all residents, both rental properties and home owners.
- For any delayed enrolment, new 'Proof of Address' documents will be required on the first day of attendance.
- If leasing a property, the lease must extend into the school year by a minimum of six months. This may require families to present a new lease prior to enrolment. Office staff will advise when necessary. All lease agreements must be substantiated with the accompanying rental bond receipt from the Department of Fair Trading.

Application to Enrol - Incomplete Documentation

If, at the time of enrolment, you are unable to provide all of the required documentary evidence that you are living at your home address, the following procedures will be applied until you produce the necessary documentation by the designated date, **no later than three months from when the Application to Enrol in a NSW Government School is submitted.**

- If you are living with others in circumstances where there are no formal lease arrangements in place, you must provide a statutory declaration in which you confirm your residential address and that it is to be your place of residence during the school year.
- You must also provide a statutory declaration from your "landlord" confirming the arrangements that are in place and his or her understanding that you are currently living at the address given and that you intend to reside there during the school year.
- Where a child is to be living with relatives/friends, both the child's parents and landlord are to provide a statutory declaration confirming the tenancy or other living arrangements. A formal statement of transferred guardianship may also be required in this circumstance.
- **Statutory Declarations are not sufficient as the single form of evidence of residence.** Parents have responsibility to obtain at least two other forms of acceptable documentary evidence that confirm that they are resident at the address supplied.
- Applicants and "landlords" are reminded **that it is an offence under the Crimes Act to provide a school with false information so as to gain enrolment as a local enrolment and thus bypass the out of area process.**

Please Note: Where documentary evidence is incomplete, you will be required to make an appointment with the Principal for a date three months from the enrolment date at which meeting

the necessary documentation **must** be produced. Failure to produce the necessary evidence that the family is resident at the address provided may result in the enrolment being terminated.

The *Application to Enrol in a NSW Government School* requires the applicant to declare the information provided is correct. It also makes it clear the provision of false information can result in the enrolment being reversed. Any decision to reverse an enrolment needs to take into account the specific circumstances of the matter. Any decision to reverse an enrolment in these circumstances should only be made with the approval of the Executive Director.

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence which has a penalty of up to 2 years imprisonment, \$22,000 fine or both - section 307B of the Crimes Act 1900.

If a person provides a statutory declaration he or she knows to be false, for the purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment - section 25A of the Oaths Act 1900.

6. Enrolment of Non-Local Students:

Siblings of non-local students enrolled in mainstream classes at Hurstville Public School in 2016, and who will still be enrolled at the time the new student commences enrolment, will be accepted for enrolment as long as they meet the conditions for enrolment of local students, listed above.

Please note: sibling offers of enrolment may be subject to review and change.

The enrolment of students into the Opportunity Classes and Support Classes *does not* carry sibling enrolment privileges as these classes are hosted by Hurstville Public School as a regional resource.

From 27 June 2016, for families who enrol a child for the first time at Hurstville Public School as a local enrolment, but who then move out of the catchment area, siblings *will not* have the right to enrol as a local student. They will have to apply as a non-local, if there are vacancies, or enrol at their local school.

The siblings of students who were enrolled at Hurstville Public School prior to 27 June 2016, and who hold Temporary Visas, and who still live within the local catchment area, will be able to enrol (if meeting the other essential criteria) in Kindergarten at the beginning of the 2017 school year only. After this time, the siblings on Temporary Visas will not be able to enrol at Hurstville Public School.

Where the total school enrolment of mainstream students is below 924 students, non-local enrolment applications will be considered. When enrolling for a new school year, prior to class formation, the following **Selection Criteria** will apply. Preference will be given, in the listed order, where positions are available in the anticipated class. The criteria are:

- a sibling currently enrolled at Hurstville Public School in a mainstream class;
- compassionate circumstances;
- the safety and supervision of the student before and after school; and
- travel arrangements and/or proximity to the school.

After classes have been formed for the year, non-local applications *may be considered* if:

- the Enrolment Buffer has not been reached and/or
- there is room in a suitable class as deemed appropriate by the Principal (whilst still leaving places for possible future local enrolments); and
- no reorganisation of programs, staff or classes is required.

7. Non-Local Enrolment Applications

A copy of this policy is to be made available to non-local enrolment applicants, together with an *Application for Non-Local Enrolment* form. Non-local enrolment applicants may attach information

to the *Application for Non-Local Enrolment* form, addressing the listed Enrolment Criteria. A form for this purpose is available from the school office and the school website.

8. Placement Panel

Where the demand for non-local enrolment placement exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local applications, using the listed criteria.

The placement panel will be comprised of:

- the Principal (chairperson) who will have a casting vote;
- a teacher; and
- a parent representative from the P&C as approved by the Principal.

The panel will consider only the information provided on the *Application for Non-Local Enrolment Form*. The decisions made by the placement panel, must be made within the context of the enrolment ceiling and the buffer retained for students arriving later in the year. If necessary, the panel will meet no later than Kindergarten Orientation Day to finalise enrolments for the following year. The placement panel will record all decisions. Minutes of meetings are to be made available on request to the Director, Public Schools NSW for the Georges River Network.

9. Waiting List

When necessary, a waiting list will be established by the placement panel for each class in the current year. This will only operate when there is a foreseeable likelihood that vacancies for non-local enrolments will occur. Offers will be made to those on the list if and when suitable class placement becomes available. Non-local applicants, throughout the year, will be provided with the opportunity for placement on the waiting list. The waiting lists remain current for one school year.

10. Appeals

All appeals against the decisions of the placement panel are to be made in writing to the Principal. The purpose of the appeal is to determine whether the stated criteria have been fairly applied. Where necessary, the Principal will provide or arrange for assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter. Where this is unsuccessful, the Director, Public Schools NSW will consider the appeal and make a determination.