

Gledswood Hills Public School

Enrolment Policy



**GLEDWOOD
HILLS**
PUBLIC
SCHOOL

This document is to be read in conjunction with the NSW Department of Education Enrolment of Students in NSW Government Schools Policy

An information guide for parents is also available through the following link.

<https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/changes-to-the-enrolment-policy-for-parents.pdf>

Introduction

Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

Every school has an enrolment cap. The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. **The enrolment cap tells us whether the school will be able to accept non-local enrolments.**

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 Finder website.

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
- 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

When parents or carers submit their online Application to Enrol in a NSW Government School, they are to provide the following documents. The documentation must total 100 points of ID.

<https://education.nsw.gov.au/parents-and-carers/going-to-school/enrolment/online-enrolment-for-nsw-public-schools>

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

Gledswood Hills Public School

78 The Hermitage Way

GLEDWOOD HILLS NSW 2557

gledswoodhills-p@school.nsw.edu.au

Ph: 8784 7200

Gledswood Hills Public School

Enrolment Policy



**GLEDWOOD
HILLS
PUBLIC
SCHOOL**

- **Proof of Child's Address:**

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

- council rates
- current lease agreement
- land title
- gas bill
- electricity
- water bill
- telephone
- internet

Non-Local Enrolments

Gledswood Hills PS has an enrolment panel to consider non-local enrolment applications. The Enrolment Panel is comprised of the Deputy Principal, Staff Representative and a Parent Representative nominated by P&C. The panel considers applications according to a set of pre-determined criteria as per the Department's Enrolment Policy and decide upon the eligibility of each application. Applications for non-local enrolment are made in writing to the Deputy Principal. The Deputy Principal convenes a meeting of the Enrolment Panel, where each application will be given due consideration in accordance with the set of chosen criteria.

The criteria for selecting non-local enrolment applications align with those in the Department's Enrolment Policy. The selection criteria for Gledswood Hills PS are:

- Medical reasons
- Disability
- Curriculum
- Siblings already enrolled at the school
- Compassionate
- Safety and supervision of the student before and after school
- Proximity and access to the school
- Structure and organisation of the school

The established criteria are applied equitably to all applicants.

Procedure for non-local enrolments

1. Applicant for non-local enrolment is advised of Gledswood Hills PS Enrolment Policy and encouraged to make contact with the principal of their local school.
2. If they wish to continue with the application, they submit a written application for non-local enrolment to Gledswood Hills PS.
3. Enrolment Panel convenes a meeting to consider the application in accordance with the criteria. The placement panel will be comprised of the Deputy Principal, a teacher and a parent representative from the P&C approved by the Principal.

Gledswood Hills Public School

78 The Hermitage Way

GLEDWOOD HILLS NSW 2557

gledswoodhills-p@school.nsw.edu.au

Ph: 8784 7200

Gledswood Hills Public School

Enrolment Policy



**GLEDWOOD
HILLS
PUBLIC
SCHOOL**

4. Deputy Principal notifies applicants of the Panel's decision in writing.
5. Offers of non-local enrolment will be made by letter and only following consultation with the Principal of the child's local school. Parents will then be required to accept or decline the offer and notify the school within seven days.
6. Unsuccessful non-local applicants will be placed on a waiting list and advised in writing if a place becomes available. The waiting list is only valid for the current school year.

Applicants can appeal the decision of the Enrolment Panel in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved the School Education Director will consider the appeal and make a determination.

Enrolment of Non-Australian Citizens

Non-Australian citizens will be enrolled in accordance with the procedures set out in Department Enrolment Policy.

Non - Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).

Non – Australian citizens holding a temporary visa are subject to specific enrolment conditions.

It is a requirement of North Kellyville Public School that all enrolments of students on temporary visas are to seek authorisation via the Temporary Visa Holders Unit. Approval by the unit and sighting of original documentation must be submitted with the application to enrol. Non – Australian citizens seeking enrolment at North Kellyville Public School will be required to follow the guidelines for both local and non-local enrolments set out in this policy.

International Fee Paying Students

International fee paying students may apply for enrolment at this school. Their applications must be made using the NSW Government Schools International Student Application Form through the International Students Centre. The Centre is responsible for the verification of status of these students. The school will consider these applications in light of the availability of places.

Roles and responsibilities

School Leaders will

- Develop School Implementation Guidelines for enrolment in consultation with staff and parents.
- Publish the School Implementation Guidelines for enrolment on the school website.
- Provide training for teachers and administration staff in order for them to fulfil their duties.
- Conduct an enrolment interview with every new parent.
- Ensure all necessary documentation is sighted, copied and included in the student's enrolment.

Parents and carers will:

- Ensure all documentation provided to the school is true and correct.
- Complete all necessary forms when enrolling their child

ENROLMENT FLOW CHART

Gledswood Hills Public School

78 The Hermitage Way

GLEDWOOD HILLS NSW 2557

gledswoodhills-p@school.nsw.edu.au

Ph: 8784 7200

Gledswood Hills Public School Enrolment Policy



**GLEDSDWOOD
HILLS
PUBLIC
SCHOOL**

