



March 2021

THARAWAL PRIMARY SCHOOL ENROLMENT PROCEDURES

The Tharawal PS Enrolment Procedures reflect and align with:

- NSW Department of Education policy on Enrolment of Students in NSW Government Schools
<https://policies.education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

Tharawal PS is committed to high quality education. Parents may enrol their child in Kindergarten at the beginning of the school year if the child turns five years of age on or before 31 July in that year. The Education Act 1990 mandates that all children must be in compulsory schooling by six years of age. Tharawal PS makes reasonable adjustments so students with disability can apply for enrolment on the same basis as students without a disability. Tharawal Primary School is situated in a well-defined geographical area that shares boundaries with Illawong PS, Menai PS and Alford's Point PS.

Enrolment Cap and Buffer

Parents/Carers may *apply* to enrol their child at any school, however, are entitled to enrol their child at the local school within the designated intake area which the child is eligible to attend. Tharawal PS has a designated intake area and an enrolment cap (based on the school's permanent accommodation). The cap is centrally set. A local enrolment buffer is set to insure places are set aside for local students who may enrol during the year. The local enrolment buffer sits below the enrolment cap. Once the enrolment cap is reached, in general, children who do not live within the designated intake area will not be enrolled.

A student is enrolled at Tharawal PS when an application to enrol is certified as accepted by the principal and the student is placed on the enrolment register.

In enrolling a student, staff at Tharawal PS supported by additional Department of Education staff, determine if there is a need to provide additional support for the student, including assessment of:

- health, safety, and other risks arising from the student's past behaviour
- any disclosed wellbeing needs of the student
- any adjustments for students with a disability
- any history of unsatisfactory attendance
- any disclosed health needs including whether or not the student has previously required an emergency response
- any disclosed learning needs and other special circumstances (such as whether the student was bullied at a previous school).

In enrolling a student, staff at Tharawal PS may need to make additional enquiries where a student has been absent from the NSW system for a period of time, the enrolment background is unclear or where the student has been overseas and records are unavailable.

ENROLMENT PROCEDURES

Kindergarten Enrolment

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in the year for which they seek enrolment. Documentation providing proof of age, such as a birth certificate or passport is required at enrolment. The Public Health (Amended) Act 1992 requires parents to provide documented evidence of a child's immunisation status at enrolment. Parents have the right not to immunise their child. However, under the Public Health (Amended) Act 1992, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.

Parents are also required to provide proof of address at enrolment for all applications – local and non-local.

A parent wishing to enrol their child at Tharawal Primary School should:

- Find out if the school is in the local designated school for their address
 - Ring the school office on 9543 5000
 - Call in to the school office between 8.30am and 3.15pm during the school term

Local Enrolments

- Visit the school office and request enrolment
- Provide 100 points of proof of residential address
- School administrative staff will assist you with enrolment and provide relevant information
- Class placements are made by the Principal
- Children are enrolled on the school register
- If your child is transferring from another government school, Tharawal PS will request that school to forward their Pupil Record Card to Tharawal PS.

Proof of Residency

The prescribed 100-point residential address check will be used to confirm that the student being presented for enrolment lives within the school's intake area.

A child enrolling at Tharawal PS 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.

Kindergarten Enrolment

For students entering Kindergarten the principle place of residence must be re-confirmed at the commencement of the school year prior to the child's first day of attendance. An original and current utilities or services bill must be presented to the school. Children may enrol at the beginning of the school year if they turn five years of age on or before 31 July in that year.

Early Intervention and Support Class Enrolment

Parents who wish to enrol their child in an early intervention or support class are required to apply by submitting an access request through their in-area school. All access requests are reviewed at a placement panel held by the local education network. The panel prioritises students according to need and notify parents/carers if their child has been successful in gaining a place. When the offer of placement has been accepted, normal school enrolment procedures are followed for that particular school.

Non-Australian Citizens

Non-Australian citizens holding a visa granting permanent residence, New Zealand citizens holding a current New Zealand passport and permanent residents of Norfolk Island are eligible for enrolment and are not liable to pay the temporary visa holders education fee. The school must sight the originals of passports and other travel documents and record the details of these documents before enrolment.

Applicants in this category are required to be permanently residing in the designated intake area at the time of making the application to the school.

Residential address check

For the enrolment of students in NSW Government schools

Persons seeking to enrol a child in a NSW Government school may be required to show documents to establish the child's address

Key principles

The *Education Act 1990* provides the key principles that govern the enrolment of students in NSW Government schools. Some of them are summarised below.

The parent of a child may enrol the child at any government school if the child is eligible to attend the school and the school can accommodate the child (section 34.1).

A child is 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 (section 34.2).

The principal may, for the purpose of establishing a child's eligibility to attend or entitlement to be enrolled at the school, require a person seeking to enrol the child at the school to provide proof, to the satisfaction of the principal, of the child's identity, date of birth and home address (section 34A.1).

In determining whether a child could be accommodated, the number of classrooms and other facilities may be considered (section 34.6).

The enrolment of a child who is not entitled to be enrolled at the school may be terminated if the child was enrolled as a result of false information or a false document provided (section 34A4).

Establishing the child's residential address

To determine a child's eligibility to attend or entitlement to enrol in the school, the principal may require documents to establish the child's address.

Generally, acceptable documents show the full name of the parent and address of the parent or carer with whom the child lives. However, any requests for proof of address must be reasonable in the circumstances.

Staff in schools abide by the Privacy and Personal Information Protection Act 1998 (NSW). Residential address information provided will be used to process applications for enrolment and associated purposes and the information will be stored securely.

100-point residential address check in some schools with a designated intake area

Schools that are above or near (i.e. the number of non-local enrolment applications received exceeds the number of enrolment places available outside the local enrolment buffer) their buffer level use the following 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
2. Any of the following 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	20 each
3. Any of the following documents 3.1. Electricity or gas bill showing the service address* 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.	15 each
* up to three months old	

More information

Contact your local school or visit
<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

Non-Local Enrolments

Tharawal Primary School has historically had a demand placed on it by non-local enrolment applications.

The following selection criteria will be considered by a placement panel in making a decision to accept or refuse an application for non-local enrolment:

- Sibling already in attendance at the school
- Medical reasons
- Safety and supervision of students before and after school
- Compassionate circumstances
- Proximity and access to the school
- Special interests and abilities
- Structure and organisation of the school

Placement Panel

The placement panel will be formed when enrolment demand exceeds availability for non-local applications.

The placement panel consists of:

- Executive staff member
- School Administration Manager
- Classroom teacher
- Member of the P&C.

Waiting Lists

A waiting list may be established if the demand for non-local placements exceeds the school requirements and/or buffer. Parents will be advised in writing if their child is to be placed on a waiting list and their position on it. The waiting list is current for one year.

Appeals

Appeals against the decision of the placement panel are to be made in writing to the Principal. The Principal will seek to resolve the matter. Where the matter is not resolved at the local level, the School Education Director Appeals Committee will consider the appeal and make a determination. The purpose of the appeal will be to determine whether stated criteria have been applied fairly.

Discrimination in Enrolment

In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of sex, age, race, religion, ethnicity, disability, sexual preference or marital status

Short Term Attendance

Where a student enrolled at another school requires enrolment at Tharawal Primary School for a short period of time, the attendance will be regarded as short term attendance. These students will not be entered onto the school's permanent register. The home school should maintain the student on their records with information on attendance provided by Tharawal Primary School at the end of each fortnight.

Enrolment of Students with Special Needs

When considering the enrolment of a student with a disability at Tharawal Primary School, a number of provisions must be considered including

- the student's educational needs
- the capacity of the school to provide the level of support required for the student
- the desire of the parents/carers

In some circumstances the level of support required, or the specialist nature of the support will necessitate alternative enrolment options or a delay in enrolment to ensure appropriate support is in place. Supporting documentation from medical practitioners, health and education professionals will be required when an application for enrolment is made for a student with a disability.

THARAWAL PRIMARY SCHOOL
APPLICATION FOR NON-LOCAL PRIMARY SCHOOL ENROLMENT YEARS K – 6

This form should be returned to Tharawal Primary School.
Please read the information for parents on the back of this form.

Every school with a designated intake area will have an enrolment cap. The cap is the number of students that can be enrolled based on the school's permanent accommodation and class size limits. Schools that have exceeded their enrolment cap will not enrol non- local students unless required by the Director Educational Leadership.

A. STUDENT INFORMATION

Family Name _____ Date of Birth _____

Given Names _____ Male Female (circle)

Address _____ Post Code _____

Mobile Ph _____ Home Ph _____ Work Ph _____

Parent email address _____

Parent / Guardian Name Relationship to student _____

Present School _____ Present Grade Year (K-6) _____

B. NON – LOCAL SCHOOL PLACEMENT REQUEST

Year / Grade sought _____ Proposed date of enrolment _____

Please provide supporting documentation outlining how you meet the criteria for non-local application on a separate document.

Signature of Parent / Guardian Date _____

SCHOOL USE ONLY

Date received _____ By whom _____

FORWARD THIS FORM TO THE PRINCIPAL OF THARAWAL PRIMARY SCHOOL

INFORMATION FOR PARENTS

PLEASE READ THIS INFORMATION CAREFULLY BEFORE COMPLETING THE FORM

This form will be accepted as an application of interest only. Your application will be submitted to the Placement Panel for consideration before being approved by the Director Educational Leadership.

Criteria for non-local enrolment application may include:

- Siblings already enrolled
- Proximity/access to the school
- Medical reasons with certificate
- Safety and supervision of the student before and after school
- Student welfare needs/compassionate reasons
- Structure and organization of the school

Approved applications for the current year will be advised in writing in due course.

Approved applications for enrolment for the following year will be advised during Second Semester of the current year.

An official Department of Education application for enrolment will then be required to be submitted with proof of birth, residence and immunisation.

If you require further information please contact the school on 9543 5000.

FORWARD THIS FORM TO THE PRINCIPAL OF THARAWAL PRIMARY SCHOOL