



Enrolment Policy

Enrolment Principles and Guidelines

The enrolment of students at Sylvania Heights Public School is consistent with the Department of Education (DoE) Policy, with particular attention paid to the following principles:

- 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.
- Children living in the intake area will be enrolled in accordance with the policies of the DoE. The boundary of our intake area is clearly marked on the School Catchment Map from the DoE Demographer (appendix 1) and available at <https://my.education.nsw.gov.au/school-finder/index>.
- The decision on where to enrol a student and, with what level of support, will depend on a number of factors, including the student's educational needs, the express desires of parents, the capacity of the system to provide the level of support services required generally and at a particular location, and the availability of support services at alternative locations.
- 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 the enrolment on the grounds of their gender, age, race, religion, ethnicity, disability, sexual preference or marital status.

Enrolment Processes and Procedures

In-area Enrolment

Students are enrolled at Sylvania Heights Public School in accordance with the guidelines of the NSW Department of Education. A student is entitled to enrol at Sylvania Heights Public School if the child's permanent and principle place of residence is situated within the designated intake area and the child is eligible to attend school.

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 5 years of age on or before 31 July in that year.**

Proof of Residency

The school will seek evidence demonstrating that the child's place of residence is within the designated intake area and uses a 100-point residential address check to determine student's entitlement to enrol at the school

Please be aware of the following paragraph on the front page of 'Application to enrol in a NSW government school' which states:

'Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.'

Please also note the following:

A child enrolling at Sylvania Heights 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) <ul style="list-style-type: none"> 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 board bond receipt 1.3 Exchanged contract of sale with settlement to occur within the applicable school year 	40
2. Any of the following <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 * up to 3 months old	15 each

Out-of-area enrolments

An out-of-area enrolment is a student whose permanent and principal place of residence is beyond the designated intake area. Out-of-area enrolment requests should be made in writing using the Non-local application form (Appendix 2) and available on the school website.

Criteria for selecting out-of-area enrolment applications may include one or more of the following factors. The factors listed are in priority order:

- siblings already enrolled at the school
- medical reasons
- compassionate circumstances
- safety and supervision of the student before and after school
- recent change in the local intake area boundaries

The Enrolment Panel reserves the right to consider, and accept, special case applications. The panel has the authority to give priority of criteria for successful special case applications.

Enrolment panel

The Sylvania Heights Public School Enrolment Panel considers and makes decisions on out-of-area enrolment applications. The enrolment panel comprises:

- One Deputy/ Assistant Principal
- One staff member
- One school community member nominated by the school's Parents' and Citizens' Association and if required
- School Administration Officer.

The Enrolment Panel is chaired by the Deputy/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 minutes of meetings which are available to the Principal and Director, Educational Leadership on request.

Waiting list management

Out-of-area students will be requested to submit an application for out-of-area enrolments by 1 July each year. Applications received by 1 July will be placed on a waiting list. The enrolment panel will determine the priority of each application. The priority order of the waiting list will be reviewed periodically.

Appeals

The purpose of an appeal is to determine whether the stated criteria have been applied equitably. Appeals against a decision of the Enrolment Panel should be made in writing to the Principal. The Principal will consider the appeal and make a determination. 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 Director, Educational Leadership.

Approving Officer:

Clint White - Principal

Reviewed in June 2020

Appendix 1

Sylvania Heights Public School Catchment Area Map June 2020





Application for Non-local Enrolment

Student Information

Family Name: _____ Date of Birth: ____/____/____

Given Name(s): _____ Gender: _____

Address: _____

Suburb: _____ Postcode: _____

Phone: _____ Email: _____

Parent/carer name: _____

Relationship to student: _____

Current school: _____

Current scholastic year (K-12): _____

Non local school placement request

Proposed scholastic year (K-12): _____ Proposed date for enrolment: ____/____/____

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria published at <https://sylvaniaht-p.schools.nsw.gov.au/about-our-school/enrolment.html> and attach supporting documentation:

Signature of parent/carer: _____ Date: ____/____/____

School use only

Date received: ____/____/____ Places available: _____ Parents advised on: ____/____/____

Designated local school: _____

Notes: _____