

ENROLMENT PROCEDURES (P-6)

Updated July 2019

Enrolment Principles and Guidelines

The enrolment of students at Riverwood 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 (attached).
- 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 Riverwood Public School in accordance with the guidelines of the NSW Department of Education. A student is entitled to enrol at Riverwood Public School if the child's permanent and principal place of residence is situated within the designated intake area and the child is eligible to attend school.

Enrolment Ceiling

A current enrolment ceiling for Riverwood Public has been established. Once this enrolment ceiling has been reached, in general, children who do not live within the designated intake area will not be enrolled. This ceiling does not take into account preschool enrolments, for which a separate procedures exist. These are outlined further in this document.

Enrolment Buffer

Within the enrolment ceiling, a buffer will be determined to accommodate in-area students arriving throughout the year. The size of the buffer will be based on historical data, enrolment fluctuations and on the number of families moving in and out of the area. Places in the buffer will not be offered to out-of-area children.

Proof of Residency

The school will seek evidence demonstrating that the child's place of residence is within the designated intake area through the provision of current original documents. These are:

- Property ownership or tenancy documents in the name of the child's parents or guardians e.g. rate notice (in relation to property ownership) or tenancy agreement (of at least 12 months duration); and
- b) Three utility account statements (water, electricity, telephone or gas) displaying the name and address of the child's parents or guardians.

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 Riverwood 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.

Preschool Enrolment

Children are eligible to enrol in NSW public preschools if they turn four **on or before 31 July** of that year. Applications for next year are taken from term two of the current school year.

Please make an appointment with us to apply to enrol your child. You will need to bring these documents with you:

- Your child's birth certificate or identity documents
- Your child's immunisation records
- Proof of child's address - originals of different documents such as your council rates notice or residential lease and electricity bill
- Low income health care card (if applicable)
- Family law or relevant court orders (if applicable).

Children attending a DoE preschool are entitled to do so for one school year only prior to commencing Kindergarten.

Specific Priority categories for Preschool Placement

When placing children into the preschool, the guidelines for placement are decided in accordance with DoE guidelines.

Priority will be given to children whose families are experiencing disadvantage and who are unable to access other prior to school services. Priority is also given to families who are in the designated intake area of the school and to families with current siblings in the school.

Specific Priority categories will include children:

- Of Aboriginal and /or Torres Strait Islander background
- With additional needs, with no prior to school experience
- From families experiencing financial hardship
- From families who have one parent
- Families who are designated in-area for the primary school
- Families of preschool applicants who currently have siblings in the primary school.

Preschool Hours

Riverwood Public School runs a 3 day and 2 day program, with the groups swapping mid-year (for example if your child attends Monday-Wednesday in Terms 1 and 2, they will attend Monday and Tuesday in Terms 3 and 4):

Monday-Wednesday: 9.00am to 3.00pm

Thursday and Friday: 9.00am to 3.00pm

Please note that the minimum hours students are expected to attend preschool is 9.30am-2.30pm.

Payment: \$20.00 per day (this includes the government rebate). Families on a Health Care Card are charged \$10.00 per day.

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.**

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 an application to the school.

Siblings of children currently enrolled at Riverwood Public School not living in the designated intake area, will have to make an application as an out-of-area enrolment. Offers to out-of-area applicants may only be made when places are available.

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.

Criteria for selecting out-of-area enrolment applications may include one or more of the following factors. The factors listed are not in priority order:

- A sufficient enrolment buffer exists for eligible in-area enrolments and the school is within its enrolment ceiling
- Availability of appropriate staff and permanent accommodation
- Siblings of students currently enrolled in the school
- Children of current Riverwood Public School staff (subject to approval by the enrolment committee)
- Compassionate grounds.

Criteria will be applied equitably to all applicants.

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

Enrolment committee

The Riverwood Public School Enrolment Committee considers and makes decisions on out-of-area enrolment application. The enrolment committee comprises:

- A delegate of the Principal
- One staff member and
- One school community member nominated by the school's Parents' and Citizens' Association

The Enrolment Committee is chaired by a delegate of the Principal, who has the casting vote. Decisions made by the Enrolment Committee must be made within the criteria for out-of-area enrolment. The enrolment committee will keep minutes of meetings which are available to the Director, Educational Leadership on request.

Waiting list management - Preschool

Where the number of preschool applicants exceeds the number of places, the Enrolment Committee will meet and prioritise applicants in accordance with the specific priority areas mentioned above.

Waiting list management – Primary School

Out-of-area students will be requested to submit an application for out-of-area enrolments by 31 July. Applications received by 31 July will be placed on a waiting list. The

enrolment committee will determine the priority of each application. The priority order of the waiting list will be reviewed periodically.

Appeals

Appeals against a decision of the Enrolment Committee should be made in writing to the Principal. If the appeal is not resolved locally, it may be referred to the Director, Educational Leadership.

Document history and details

Approval date

22 July 2019

Approving Officer

Anne Davis - Principal, Riverwood Public School

Implementation Date

Term 3, 2019

Documents Following:

Document A: Riverwood Public School Catchment Area Map
Document B: Street Inclusions/Exclusions (pertaining to boundary streets)