



Ellalong Public School Student Enrolment

Procedures and Protocols



Student Enrolment Procedures and Protocols

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Document History

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Student Enrolment Procedures and Protocols

Synopsis

This document supports Ellalong Public School's implementation of the NSW Department of Education's Enrolment of Students in NSW Government Schools Policy (July 2019) and should be read in conjunction with the [General Enrolment Procedures](#).

Managing enrolments in schools

A student is 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. Acceptance is subject to the child being eligible to attend and the school can accommodate the child. (General Enrolment Procedures: 9)

Parents may enrol a child if they turn 5 years of age on or before 31 July in that year. Students identified as gifted and talented, who are aged 4 years or older at 31 January of the year of enrolment may only be enrolled in accordance with the [High Potential and Gifted Education Policy](#). (General Enrolment Procedures: 2)

Local Enrolment

To determine if a student's home is within a school's local intake area please use the School Finder App by clicking on the button below or visiting <https://education.nsw.gov.au/school-finder>



Residential address check

Under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. However, any requests for proof of address must be reasonable in the circumstances. Schools that are at or nearing their local enrolment buffer as calculated in accordance with sections 9.1 (See Enrolment Cap) and 9.2 (See Local Enrolment Buffer) of the [General Enrolment Procedures](#) will use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

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 	15 each

* up to three months old

NB: Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check requirements when assessing a child's entitlement to enrol at the school. If this is to occur, principals are required to seek the approval of the Director, Educational Leadership.

Enrolment Applications

Parents may seek to enrol their child directly at their local public school by completing the [Application to enrol in a NSW Government school form](#). Translated enrolment forms are also available. Parents seeking to enrol their child in a school other than their local public school should contact the school to determine availability of places and selection criteria if demand exceeds availability. (Please ask your local school for a copy of the Cessnock Community of Great Public Schools (CCGPS) Application for Non-Local Primary School Enrolment.)

Enrolment cap

The Enrolment Cap for a school is established centrally based on permanent accommodation. Demountable classrooms are not usually counted towards the enrolment cap unless new or replacement accommodation is under construction. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local enrolments retained otherwise.

**The enrolment cap for Ellalong Public School is 69.
In 2021, current school enrolments sit at 119.
Therefore, we currently exceed our enrolment cap.**

(General Enrolment Procedures: 9.1)

Local enrolment buffer

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. The size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area. The size of the local enrolment buffer is set locally by the principal and approved by the Director, Educational Leadership.

It is reviewed annually and set in time for assessing applications for the following year's enrolment intake. Places in the local enrolment buffer are not to be offered to non-local students. (General Enrolment Procedures: 9.2)

The Enrolment Buffer for Ellalong Public School is 7 students.

Non-local enrolment

Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level. (General Enrolment Procedures: 9.4)

Except for enrolments at the commencement of the school year, schools that have not reached their local enrolment buffer level should only accommodate non-local enrolments into classes with available places. (General Enrolment Procedures: 9.4)

Non-local enrolment applications include the [Application to enrol in a NSW Government school](#) and a non-local enrolment application form. (Please ask your local school for a copy of the Cessnock Community of Great Public Schools (CCGPS) Application for Non-Local Primary School Enrolment.) The non-local enrolment application form is developed by the school and requires the applicant to address the selection criteria and provide supporting documentation. (General Enrolment Procedures: 9.4.1)



Criteria for non-local enrolment

The criteria, listed below, for the enrolment of non-local students has been developed by the Principal, after consultation with the school community. (General Enrolment Procedures: 9.4.2) The decision made by the enrolment panel must take into account the enrolment cap and the buffer retained for local students arriving later in the year.

- Siblings already enrolled at the school
- Special needs related to educational provision
- Special circumstances relating to the welfare of child
- Proximity and access to the school

Criteria must not include student ability, performance or achievement. Priority should be given to siblings of currently enrolled students, where possible. Only specialist schools, for example sports or performing arts high schools, may include student ability, performance or achievement in the school's specialisation within the criteria for non-local enrolment. (General Enrolment Procedures: 9.4.2)

Enrolment Panel

When demand for non-local enrolment exceeds the number of places available below the local enrolment buffer the school will establish an Enrolment Panel to consider all applications against the above criteria. (General Enrolment Procedures: 9.4) The composition of the enrolment panel is determined locally and will consist of one executive staff member to chair the panel and at least one teaching staff member nominated by the principal and one school community member nominated by the school's parent organisation.

1	School Executive - Chairperson
2	Staff member nominated by the Principal
3	School community member nominated by the school's parent organisation

Waiting lists

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies. (General Enrolment Procedures: 9.4.4)

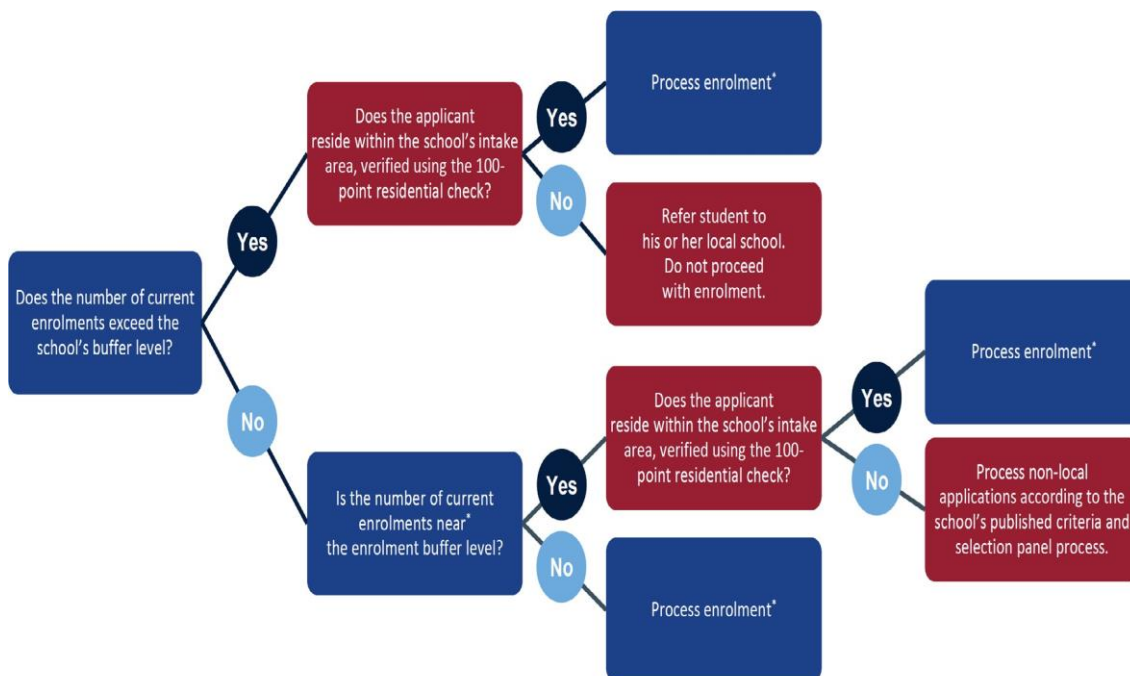
Enrolment time frame

It is anticipated that enrolment of students should not exceed 10 days from receipt of completed [Application to Enrol in a NSW Government School](#). Where circumstances indicate that this timeframe may not be met Principals are required to consult their Director, Educational Leadership.

Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the principal is not on the enrolment panel, the principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership. The final level of appeal is the Director, Educational Leadership. (General Enrolment Procedures: 9.4.5)

Enrolment application decision tree



*For more information, visit: <https://education.nsw.gov.au/policy-management-schools/media/documents/Decision-tree-Revised-enrolment-policy-2019.pdf>

Transfer of Enrolment Information (General Enrolment Procedures 6)

The assistance of the school counsellor/psychologist or year advisor from both the existing and new schools may be required to establish the appropriate year and level of study. The transfer of enrolment information is to support the enrolment needs of the student. The student's parent or carer may be requested to provide information or documentation to facilitate any risk assessment or management, or management plans and proof of guardianship.

The principal must seek relevant general school information about the student, including from the school the student was previously attending, and notify the school counsellor of the enrolment. The school counsellor must seek relevant information from the counsellor working with the non-government school and take the action identified in section of the School Counsellor Manual.

Information sharing guidance has been developed by the three education sectors in NSW. Enrolment information should be shared as soon as possible after a student applies to enrol in another school to ensure appropriate and timely support, including a risk assessment is carried out if required.

Enrolling from a NSW Government School (General Enrolment Procedures 6.1)

The transfer of enrolment information between NSW Government schools is permitted by parental consent obtained on the enrolment application form.

Student information can be shared between NSW Government schools without further parental consent, where consistent with the provisions of the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002. These Acts enable the transfer of information about a student between government schools where lawfully authorised or required under an Act (such as the Work Health and Safety Act 2011) or any other law, including the duty of care.

Further, the department's Privacy Code of Practice, permits information sharing between government schools on a number of bases including where it is considered necessary to promote and maintain a disciplined learning environment.

Enrolling from a NSW non-government School (General Enrolment Procedures 6.2)

When a student from a non-government school is enrolling in a NSW Government school there are four ways information can be shared between government and non-government schools in NSW:

- any information by consent of parents (or students' consent of over 18 years or older)
- information relevant to the safety, welfare and wellbeing of students under the age of 18, under Chapter 16A of the Children and Young Persons (Care and Protection) Act 1998, in accordance with the Child Protection Policy: Responding to and reporting students at risk of harm.
- information relevant to the assessment and management of health and safety risks to schools arising from a student of any age who has a history of violent behaviour under Part 5A of the Education Act 1990
- where an exception to relevant privacy legislation applies, such as a medical or other emergency or where disclosure is ordered by a court.

Enrolling from a school outside NSW (General Enrolment Procedures 6.3)

The [Interstate Student Data Transfer Note](#) is a national system for the transfer of student data between schools when students move from one state to another. Parental consent is required before student information can be exchanged. The type of information that may be exchanged includes:

- attendance
- health care needs
- areas of interest/talent
- support needs
- progress in specific learning areas
- pastoral care
- behaviour management.

Safety and Wellbeing Concerns (General Enrolment Procedures 7.1)

The department has a duty of care to take reasonable steps to protect students from foreseeable risk of harm and to do what is reasonably practical to ensure the health and safety of students, staff and visitors to its sites.

To assist in this process, schools must send out the student information request to previous schools, seeking information relevant to the assessment and management of risks posed to a student or by his or her behaviour to the student, other students and/or staff. This form is to be completed and, in government schools, signed by the principal or executive from the previous school. If appropriate, a referral letter should be requested from the former school counsellor to the new school counsellor.

Information on Student Behaviour (General Enrolment Procedures 7.2)

Principals who identify safety concerns for a prospective student are able to collect relevant information for a risk assessment and to develop a management strategy, from the following sources:

- The enrolment application form.
- Response to a request for student background form used for information exchange between schools.
- Information from organisations other than schools (for example, a health care professional working with the student)
- School counsellor/psychologist's advice to principals about the enrolment of a student with a history of violence.

Assessing Enrolment Applications (General Enrolment Procedures 7.5)

All enrolment applications for students with safety concerns require the following:

- The principal considers the enrolment application, information and documentation provided by the previous school(s) and explores strategies to accommodate the student. If the principal determines there may be grounds to decline the enrolment of the student on the basis of a [risk assessment](#) the Director, Educational Leadership must be consulted prior to any decision being made.
- The principal must also consult with the Director, Educational Leadership where applicants have declined to sign the *Consent to access documents* or *Declaration of accuracy* sections on page 13 of the application, or when attempts to gain information from previous schools or other agencies have been unsuccessful. Consultation with the Director, Educational Leadership must occur before making any decision and/or providing the applicant with a decision.

Refusal of Enrolment (General Enrolment Procedures 8)

A principal may refuse to enrol a student with documented violent behaviour when risk mitigation strategies or adjustments are not possible to manage the risk. This is subject to compliance with the requirement to conduct a risk assessment, in accordance with the Management of health and safety risks posed to schools by a student's violent behaviour guidelines, and consultation with the Director, Educational Leadership. Any decision to refuse enrolment at a particular school should not be interpreted as a refusal to enrol in any government school or facility.