



**Wollondilly Public School**  
**NSW Department of Education Enrolment Policy Procedures**

The procedures outlined in this document are written with reference to the NSW DoE Policy ‘Enrolment of Students in NSW Government Schools’ <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools> along with the ‘General Enrolment Procedures’ <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>.

**Rationale**

This policy procedure document has been developed in consultation with the Director, Educational Leadership, the Principal and the school community.

**Legislative Context**

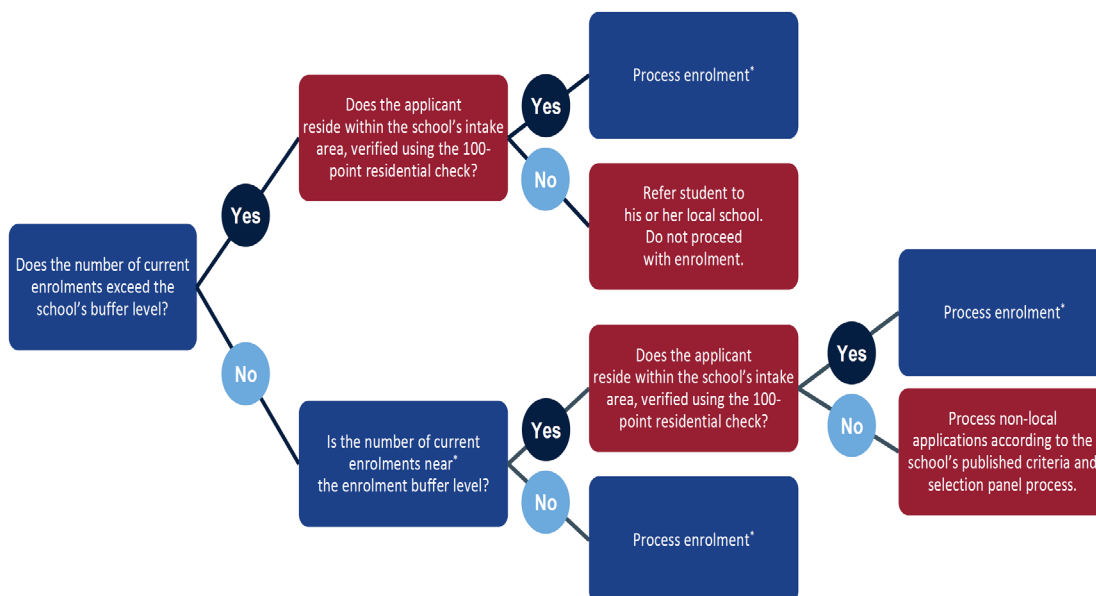
The Education Act 1990 governs enrolment in a NSW Government school. This is complemented by anti-discrimination legislation. In addition, the duty of care and work health safety, privacy and child protection legislation apply to enrolment in a NSW Government school.

**Entitlement to Enrol**

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.

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 Gifted and Talented policy. Schools require an Authority to Enrol for each temporary resident and international student enrolment which is issued by DE International and the Temporary Resident Program.

**Decision Tree for Standard Enrolments**



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

### **Enrolment Cap**

The enrolment cap is the number of students that can be enrolled at a school based on permanent accommodation. The cap is determined centrally by School Infrastructure NSW.

The enrolment cap for Wollondilly Public School (as at July, 2021) is 462 enrolments.

The enrolment cap for Wollondilly Public School (as at July, 2021) is based on permanent accommodation space of 20 teaching spaces. It is important to note that Wollondilly Public School houses three onsite Departmental support classes so our accommodation space accounts for lower student-teacher ratios.

### **Proof of Residency**

Our school will undertake a 100-point check to verify that a student presenting for enrolment resides within the school's designated intake area. In exceptional circumstances, the principal may waive this requirement subject to approval by the Director, Educational Leadership (please see appendix #6).

### **Enrolment of Non-Local Students**

Schools that have reached their enrolment cap have no capacity to enrol non-local students unless requested by the Director, Educational Leadership.

Criteria for the enrolment of non-local students may include:

- siblings already enrolled at the school
- compassionate circumstances
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- structure and organization of the school
- proximity and access to the school
- recent change in the local intake area boundaries

Criteria for the enrolment of non-local students will not include student ability, performance or achievement (see appendix #1).

When the school's enrolment level is close to the local enrolment buffer, the principal is required to inform the principal of the child's local school when considering the non-local enrolment application, and to seek approval of the Director, Educational Leadership before making an offer to enrol the child.

### **NSW DoE Support Unit Enrolment**

The enrolment of students within the Wollondilly Public School Support Unit is managed via the Queanbeyan District Education Office. Students are considered for enrolment in the Wollondilly Public School Support Unit through the NSW DoE Access Request process. A student's local school is to complete the Access Request for consideration through the Queanbeyan District Education Office Support Class Placement Panel.

Students whom are placed (through the Queanbeyan District Education Office Placement Panel) in to the Wollondilly Public School Support Unit are not calculated in the Wollondilly Public School mainstream enrolment calculations and are staffed separately.

For further information about enrolment in a Support Unit, please contact the Queanbeyan District Education Office on 6200 5000.

## **Responding to Non-Local Enrolment Applications**

Principals will ensure relevant staff know whether they can or cannot accept non-local enrolments and ensure advice and communication provided to parents is consistent. Principals will also develop protocols, in collaboration with other schools if appropriate, to ensure communications and advice provided to parents is consistent and supportive of public education.

Procedures for non-local enrolment applications can be found at: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

To consider non-local enrolment applications, an enrolment panel will be established. This panel will consist of the School Administration Manager (chairperson), a representative from the School Administration Team, a representative of the School Executive and a representative of the school community. These applications will be processed at the discretion of the panel.

Kindergarten non-local enrolment applications (for the following year) will be considered through a panel process in week three (3) of Term 3. All other non-local enrolment applications will be considered in a timely manner by the enrolment panel.

### **Appeals**

Appeals against the decline of non-local enrolment applications must be in writing. They are managed by the principal in the first instance with the purpose to determine whether the stated criteria has been applied equitably.

### **Appendices:**

1. Non-Local Primary School Enrolment Criteria
2. Non-Local Primary School Application Form (this can also be completed online at [Home - Wollondilly Public School \(nsw.gov.au\)](https://www.wollondilly.nsw.gov.au/))
3. Letter of Notification – Successful
4. Letter of Notification – Unsuccessful
5. Notification of Student Transfer
6. Enrolment Documentation Required

*Bede Darcey*  
Principal  
May, 2023

To be reviewed June, 2024.



## **Criteria for Application for Non-Local Primary School Enrolment**

The criteria for non-local enrolment applications to Wollondilly Public School are (criteria are not listed in a priority order):

- siblings already enrolled at the school
- compassionate circumstances
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- structure and organization of the school
- proximity and access to the school
- recent change in the local intake area boundaries

Applications should be based on the above criteria only.

**Mr Bede Darcey**  
**Principal**

**Application For  
Non-Local Primary School Enrolment**

**STUDENT INFORMATION**

Family Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Given Names \_\_\_\_\_ Male  Female

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

Present School \_\_\_\_\_ Present Year/Grade \_\_\_\_\_

**NON-LOCAL SCHOOL PLACEMENT REQUEST**

School Applied for \_\_\_\_\_ Year/Grade \_\_\_\_\_

Proposed Date of Enrolment \_\_\_\_\_

**REASONS FOR APPLICATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have also applied at the following non-local school/s

\_\_\_\_\_  
and at my local school  
\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL USE ONLY**

Date Received \_\_\_\_\_ Places Available \_\_\_\_\_ Parent Advised on \_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_

FORWARD THIS INFORMATION TO THE PRINCIPAL OF THE NON-LOCAL PRIMARY SCHOOL AT WHICH  
YOU ARE SEEKING PLACEMENT

**Appendix #2**



\_\_\_/\_\_\_/\_\_\_

**Re: Application for Enrolment as a Non-Local Student**

Dear \_\_\_\_\_,

I am writing to you in relation to the application for the enrolment of \_\_\_\_\_  
at Wollondilly Public School.

I wish to advise that your application has been successful and that \_\_\_\_\_ can  
enrol at Wollondilly Public School.

Welcome to our school. If we can be of any assistance at any time, please do not hesitate to contact  
the school office on 4821 4496.

Yours sincerely,

*Wollondilly Public School Enrolment Panel*

\_\_\_/\_\_\_/20\_\_



**Re: Application for Enrolment as a Non-Local Student**

Dear \_\_\_\_\_,

I am writing to you in relation to the application for the enrolment of \_\_\_\_\_  
at Wollondilly Public School.

We wish to advise that your application has been unsuccessful. Your application was considered in line with the criteria set out on the application form, in conjunction with your written submission and the NSWDoE Enrolment of Students in NSW Government Schools Policy.

You have the right to appeal the panel's decision and should you wish to do so, your appeal must be placed in writing and submitted to the principal within three weeks of the below date.

We wish your child all the very best for their future endeavors.

Yours sincerely,

*Wollondilly Public School Enrolment Panel*

\_\_\_/\_\_\_/20\_\_



**Student Exiting from Current School**

I wish to advise that my child/ren \_\_\_\_\_ of \_\_\_\_\_  
*Name* *Class/es*

will not be returning to \_\_\_\_\_.  
*School Name*

My child/ren will be enrolling at \_\_\_\_\_.  
*School Name*

My child/ren will be enrolling in their new setting from \_\_\_\_\_.  
*Date*

Any other information relevant to the departure of your child/ren:

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\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date



# Welcome to Wollondilly Public School

For enrolment of your child at our school, we will require you to please provide copies of:

- 1) Birth Certificate
- 2) Immunisation History Statement
- 3) Doctor's name and phone number
- 4) Medical information  
*(If you child has a diagnosed medical condition i.e., asthma, a signed medical plan will be required)*
- 5) Court orders
- 6) 100-point residential address check

<i>Document showing the full name of the child's parent</i>	<i>Points</i>
<b>1.</b> Only one of (i.e. no additional points for additional documents) <ol style="list-style-type: none"> <li>1.1 Council rate notice</li> <li>1.2 Lease agreement through a registered real estate agent for a period of at least 6 months or rental bond receipt</li> <li>1.3 Exchanged contract of sale with settlement to occur within the applicable school year</li> </ol>	40
<b>2.</b> Any of the following documents <ol style="list-style-type: none"> <li>2.1 Private rental agreement for a period of at least 6 months</li> <li>2.2 Centrelink payment statement showing home address</li> <li>2.3 Electoral roll statement</li> </ol>	20
<b>3.</b> Any of the following documents <ol style="list-style-type: none"> <li>3.1 Electricity or gas bill showing the service address*</li> <li>3.2 Water bill showing the service address*</li> <li>3.3 Telephone or internet bill showing the service address*</li> <li>3.4 Drivers licence or government issued ID showing home address (<i>no more than 3 months past expiry</i>)*</li> <li>3.5 Home building or home contents insurance showing the service address</li> <li>3.6 Motor vehicle registration or compulsory third party policy showing home address</li> <li>3.7 Statutory declaration stating the child's residential address, how long they have lived there</li> </ol>	15

\*Up to three months old

**Please ensure the above items are presented when returning the completed 'Application to Enrol in a NSW Government School' document.**

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/enrolment-application>

If the child you wish to enrol is not an Australian citizen, please consult the NSW DoE Temporary Residents Program website:

<https://www.deinternational.nsw.edu.au/study-options/study-programs/temporary-residents>

As we cannot enrol your child until these items have been produced, please ensure you include all the above information to enable swift, appropriate processing.

We appreciate your cooperation in returning this information. Please do not hesitate to contact our friendly office staff on 02 4821 4496 if you require any assistance.