

ISLINGTON PUBLIC SCHOOL



ENROLMENT POLICY 2019

The information contained in the policy is consistent with the guidelines outlined in the NSW Department of Education (DoE) policy *Enrolment of Students in Government Schools*

Document Links

[Enrolment of Students in Government Schools](#)

[Legal Issues Bulletin No. 43](#)

[Zone intake link https://education.nsw.gov.au/school-finder/index](https://education.nsw.gov.au/school-finder/index)

General Principles

- Parents may seek to enrol their child in the school of their choice
- 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. These enrolments are called local enrolments
- School local areas are determined by the Department of Education through a process involving consultation between relevant parties
- No person seeking enrolment will be discriminated against on the grounds of their gender, age, race, religion, ethnicity, disability, sexual preference or marital status

Enrolment Ceiling and Buffer

Islington Public School has an enrolment ceiling that has been established based on available permanent accommodation. The enrolment ceiling is 170.

Within this enrolment ceiling, a buffer of 16 has been determined to ensure that new local students arriving throughout the year can be accommodated. Therefore if total student numbers exceed 154, no non-local enrolment can be accepted.

The enrolment ceiling and buffer are reviewed annually.

Non-local Enrolment Applications

Students who reside outside the Islington local area can make an Application for Enrolment at the school.

All non-local applications will be considered by the principal and where appropriate the school enrolment Placement Panel. The Placement Panel will consider the information provided in writing on the application, advise and make recommendations to the principal.

Note: The decision regarding whether a non-local student may be enrolled is initially made within the context of the school enrolment ceiling and buffer.

Criteria for Non- local Applications

- proximity and access to the school required for work or study
- access to specialised programs provided by the school
- siblings already enrolled at the school
- medical and compassionate circumstances

Placement Panel Waiting Lists and Appeals for Non-local Applications

If it is determined that some enrolment spaces are available for non-local students but demand exceeds the number available, a placement panel will be formed to consider all applications. The panel will comprise of the principal (or nominee), a staff member and a school community member (nominated by the P&C).

Waiting Lists

Waiting lists may be established for non-local students. The parents of students who are placed on a waiting list will be advised in writing. Waiting Lists are current for one year.

Appeals

Consistent with DoE policy parents may appeal the decision to not offer a student a non- local enrolment. Appeals should be made in writing to the principal. If this appeal is unsuccessful then a further appeal can be made. The principal will advise parents of the appropriate procedures for further appeals.

Proof of Residence

The principal can seek any information they consider to be of assistance in determining address. Such evidence may include council rate notices, accounts for electricity, gas, water or telephone bills, lease documents or electoral enrolment confirmation.

If a person claims they are living with someone with no formal lease arrangements the principal can ask for a statutory declaration from them and/or the landlord.

Proof of Age and Name

While a birth certificate is the primary document that establishes a child's date of birth, there is no legal requirement for the schools to rely on a birth certificate for this purpose.

If a birth certificate is not available, the principal can rely on a range of secondary documents such as a passport, a NSW Ministry of Health Personal Health Record (Blue Book), a hospital birth card, baptism, Christening, name giving documents or similar records.

Students under the age of 18 must be enrolled in and be known by the name which appears on their birth certificate.

Processing Enrolment Applications

The receipt of an Application for Enrolment does not necessarily lead to an immediate enrolment and attendance at school. In order to facilitate the smooth transition of a new student the principal will seek information from the student's previous school. Where this process is likely to take more than two weeks the parents should be advised in writing indicating when it is likely that the enrolment will be completed.