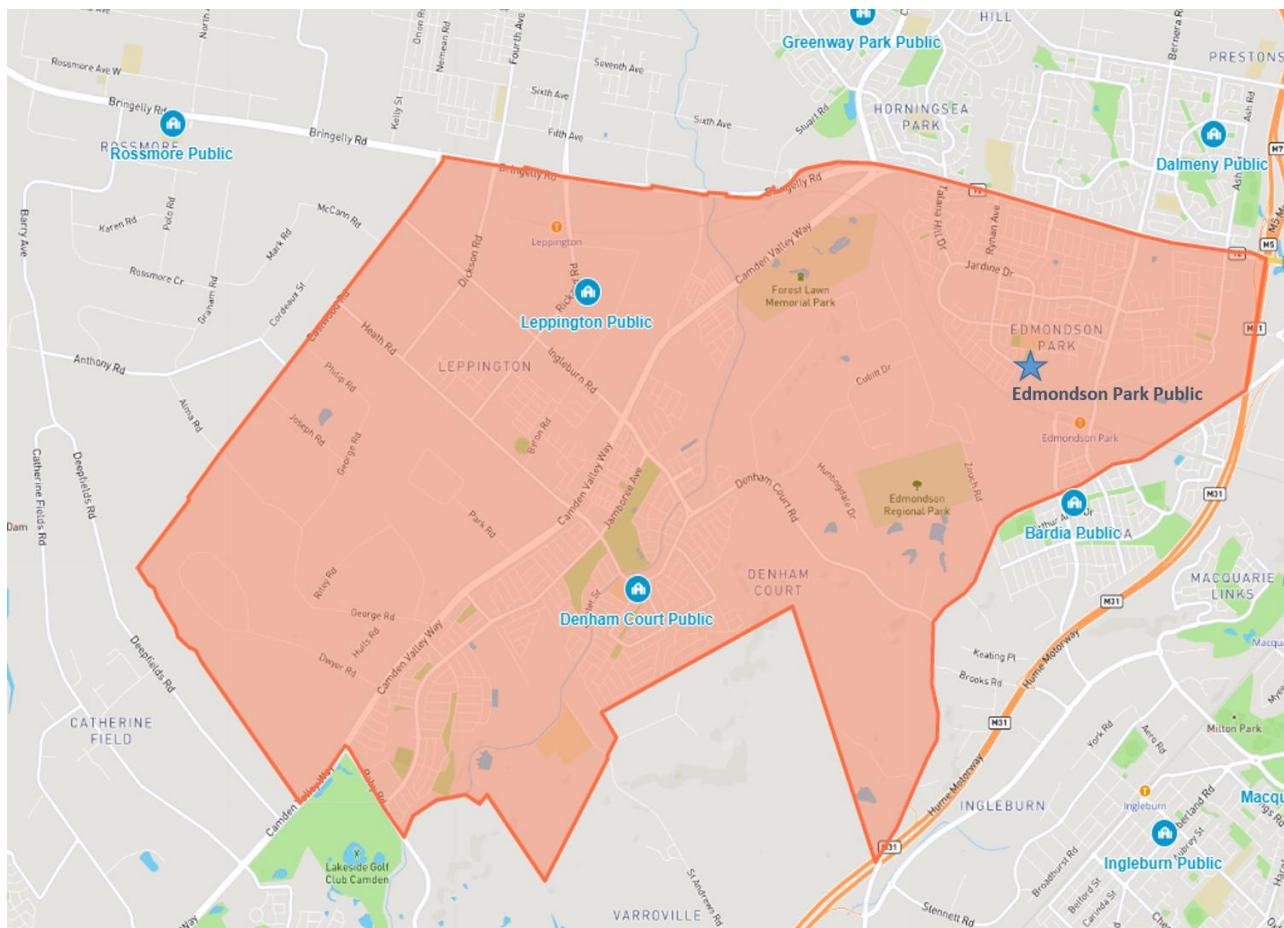


## LOCAL ENROLMENT PROCEDURES for Camden Valley Way Growth Corridor

### Implementation document for enrolment of students



**Figure 1: Local enrolment area for Camden Valley Way Growth Corridor schools**

#### Document history and details

##### Approval date

19 October 2022

##### Approving Officers

Ms Anna Butler, Principal, Denham Court Public School.

Ms Heather Ale, Principal, Edmondson Park Public School.

Ms Hayley Corvini, Relieving Principal, Leppington Public School.

##### Implementation Date

19 October 2022

##### Review Date

1 October 2023

### **Introduction**

This document supports the [Enrolment of students in NSW Government schools policy](#) to provide information on the entitlements, requirements and procedures to enrol students in the intake area shared by Denham Court Public School, Edmondson Park Public School and Leppington Public 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.

The Secretary, Department of Education designates local intake areas as developed by School Infrastructure NSW in consultation with the Principal, school community and Director, Educational Leadership. The [School Finder tool](#) provides information about school intake areas to assist parents in determining their child's local school. The areas identified in School Finder are subject to change.

Changes to a local intake area might result in a family with a child or children currently enrolled and in attendance at the school as local students consequently residing outside the local intake area. These families will retain the entitlement to enrol siblings at the school. This does not apply to families with a child or children currently enrolled at the school as a non-local when the intake area was changed.

### **Enrolment Principles and Guidelines**

The enrolment of students at Denham Court Public School, Edmondson Park Public School and Leppington Public School is consistent with 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 the shared intake area is clearly marked on the School Catchment Map, visible in the [School Finder tool](#).
- 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, whether there are additional support 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 applications**

A student is entitled to enrol 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.

Parents may seek to enrol their child at their local public school by completing the [Application to enrol in NSW Government School form](#). Translated enrolment forms are also available.

Parents who reside at an address located within the shared enrolment boundary, are local to three

public schools, Denham Court Public School, Edmondson Park Public School and Leppington Public School.

Once submitted, the application to enrol form will be considered once, and parents will be notified as to which school their child will be enrolled in.

### **Enrolment Cap**

An enrolment cap is established centrally for all NSW Government schools, and is based on permanent accommodation.

- The current Kindergarten to Year 6 enrolment cap for Denham Court Public School has been established at 878 students.
- A current Kindergarten to Year 6 enrolment cap for Edmondson Park Public School has been established at 1000 students.
- A current Kindergarten to Year 6 enrolment cap for Leppington Public School has been established at 255 students.

Once this number of enrolments has been reached, in general, children who do not live within the designated intake area will not be enrolled. This cap does not consider preschool enrolments for Edmondson Park Public School, which is managed by procedures developed by Liverpool City Council.

### **Enrolment Buffer**

Within the enrolment cap, a buffer has been determined 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 except on compassionate grounds.

- A current Kindergarten to Year 6 enrolment buffer for Denham Court Public School has been established at 780 students.
- A current Kindergarten to Year 6 enrolment buffer for Edmondson Park Public School has been established at 750 students.
- A current Kindergarten to Year 6 enrolment buffer for Leppington Public School has been established at 220 students.
- Once the buffer for each school has been reached, in general, children who do not live within the designated intake area will not be enrolled.

### **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 (See Figure 1.0).

Parents are reminded of the following paragraph on the front page of the '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.'*

**Parents are also reminded that:**

All children enrolling at Denham Court Public School, Edmondson Park Public School or Leppington Public School are required to live with their parents or legal guardians.

Residing 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.

**Figure 1.0** 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) 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 each
2. Any of the following 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 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

**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.

**Support class enrolment**

Parents who wish to enrol their child in support classes are required to apply by submitting an Access Request through their local school. All Access Requests are reviewed at a placement panel held by the local network. The panel prioritises students according to need and notify parents if their child

has been successful in gaining a place. When the offer of placement has been accepted, normal school enrolment procedures are followed.

### **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 Denham Court Public School, Edmondson Park Public School and Leppington Public School who are not living in the designated local intake area, will be required to complete an application to enrol as an out-of-area enrolment. Offers to out-of-area applicants may only be made when places are available.

### **Enrolment panel for local enrolments**

The Denham Court Public School, Edmondson Park Public School and Leppington Public School enrolment panel considers and makes decisions on all enrolment applications. The enrolment panel comprises:

- three Deputy Principals (one from each school), or their delegate;
- one staff member, and;
- one school community member, nominated by the school's Parents' and Citizens' Association, if in existence, and on a rotating basis.

### **Where required, additional members of the enrolment panel may include:**

- Aboriginal Education Consultative Group representative, Learning and Wellbeing Officer, Community Liaison Officer, Business Manager, School Administration Manager.

The Enrolment Panel is chaired by one Deputy Principal on a rotational basis. Decisions made by the enrolment panel must be made within the criteria for local and non-local enrolment. The enrolment panel will keep notes of meetings which are available to the Principals and Director, Educational Leadership on request.

### **Criteria for local enrolments**

Criteria for the enrolment of local students has been developed by the Principals of Denham Court Public School, Edmondson Park Public School and Leppington Public School, after consulting with the school community.

### **Criteria for local applications include the following points in priority order:**

1. Child is living within the local intake area.
2. Siblings already in the school.
3. The school has not exceeded its enrolment buffer.
4. Proximity and access to the school.

### **Non-local enrolments**

An out-of-area enrolment is a student whose permanent and principal place of residence is beyond the designated local intake area.

Criteria for considering out-of-area enrolment applications include the following factors, which are in priority order:

1. Sufficient enrolment buffer exists for eligible local enrolments and the school has not exceeded its enrolment buffer.
2. Siblings of students currently enrolled in the school.
3. Availability of appropriate staff and permanent accommodation.
4. Extenuating circumstances.

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

### **Appeals**

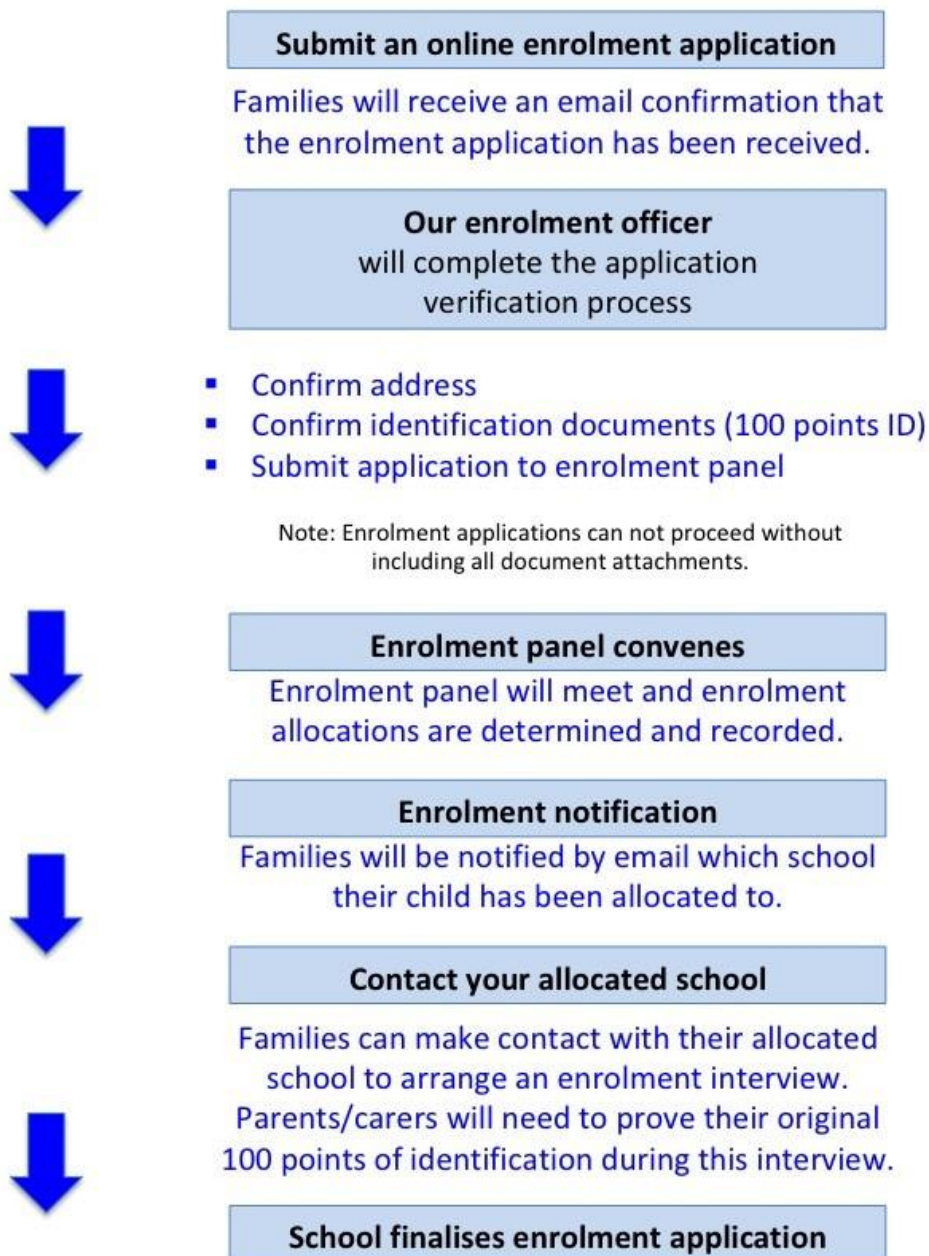
The purpose of an appeal is to determine whether the stated criteria have been applied equitably. Appeals against a decision of the enrolment panel should be made in writing to the Principal of the school parents are seeking to enrol their child into. Parents can appeal the panel process within 10 business days.

The Principals of Denham Court Public School, Edmondson Park Public School and Leppington Public School will meet to consider the appeal and make a joint 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 to the Director Educational Leadership.



## Local Enrolment Process for Camden Valley Way Growth Corridor



Appeals should be made in writing to the Principal of your allocated school within 10 business days.