

## ENROLMENT PROCEDURES

29 August 2022

### Introduction

Parents may seek to enrol their children at Lambton Public School at any time, however, Lambton Public School must ensure in the first instance that it can cater for all eligible local students. These procedures outline information for local and non-local enrolment at Lambton Public School. These procedures are in accordance with the Department's *'Enrolment Policy 2022'* and *'General Enrolment Procedures 2022'*.

### General Principles Governing Enrolment

- Parents may seek to enrol their child directly at their local public school by completing an 'Application to Enrol in a NSW Government School' form.
- The Education Act mandates that all children must be enrolled in compulsory schooling by 6 years of age.
- A student is considered to be enrolled at Lambton Public School when an application to enrol is certified and the student is placed on the enrolment register of the school.
- The Department makes reasonable adjustments so students with disability can apply for enrolment on the same basis as students without a disability.
- A risk management process must be conducted as part of the enrolment process.
- Parents may seek to enrol their child in the school of their choice.
- No person will be discriminated against in enrolment on the grounds of his or her sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

### Local Enrolment

Lambton Public School's local intake area has been designated by the Secretary, Department of Education. A child is entitled to enrol at Lambton Public School if his or her home is within that school's intake area. The School Finder tool provides information about Lambton Public School's intake areas to assist parents in determining if it is a child's local school. The School Finder tool can be found at: <https://education.nsw.gov.au/school-finder>

### Non-Local Enrolment

Consistent with Department of Education policy, parents may seek to enrol in a school of their choice when it is not their local school. Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level. In determining whether the school can accommodate a child the principal considers:

- child's age
- type of school
- resources of the school
- existing number of permanent classrooms and other facilities at the school.

See page 2 for further information on how non-local applications are considered.

## Enrolment Cap

The enrolment cap for Lambton Public School is established centrally based on available permanent accommodation. Based on 13 permanent classrooms, the enrolment cap for Lambton Public School is 300.

## Local Enrolment Buffer

Within the enrolment cap, a number of enrolment places (the buffer) are reserved for the enrolment of local students arriving at Lambton Public School throughout the year. Based upon historical enrolment data a buffer of 5 enrolment places has been allocated to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students. Therefore, when the school's enrolments exceed 295 students, the school will be unable to enrol any non-local students.

## Proof of Residence

The principal can seek any information they consider to be of assistance in determining a student's proof of residence. This is particularly necessary when the school is at or nearing its enrolment buffer highlighted above. Lambton Public School is required to 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) 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 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	15 each

\* up to three months old

## **Non-local applications**

A parent or caregiver seeking non-local enrolment at Lambton Public School will need to complete a non-local enrolment application (Appendix 1). If it is determined that there is a space/s available for non-local students, but demand exceeds the number of places available, an enrolment panel will be formed. The enrolment panel will consider all applications received and rank each non-local application against the criteria. Enrolment spaces available will be offered to non-local students based on the decisions of the panel.

## **Enrolment Panel**

If demand for non-local enrolment exceeds availability, the principal will establish an enrolment panel to consider applications. The panel will consist of:

- one executive staff member
- one teaching staff member
- one school community member nominated by the school's Parents & Citizens Association.

## **Criteria for Non-local Enrolment Application**

At Lambton Public School the following criteria, in order of priority, will be used by the enrolment panel:

1. Siblings already enrolled at the school
2. Proximity and access to school
3. Medical reasons relevant to non-local enrolment
4. Compassionate circumstances
5. Safety and supervision of students before and after school
6. Structure and organisation of the school

The panel will consider non-local enrolment applications in a timely manner with each application being assessed on the information provided by parents or caregivers.

## **Appeals**

A parent or caregiver can appeal the decision of the enrolment panel. The appeal must be made in writing to the principal and sets out the grounds for the appeal. The purpose of the appeal is to determine whether the stated criteria has been applied equitably. The principal considers the appeal and makes a determination. Parents will be advised of the outcome in writing.

## **Enrolment of Students with Individual Needs**

There are a number of circumstances or individual needs that need to be taken into consideration when enrolling a child at school. Disability, health conditions, student history, learning difficulties, past behaviour, a family's domestic arrangements (including family law matters) are examples that may impact upon a student's education. It is the responsibility of the principal to ensure that an appraisal of a student's educational needs is carried out in consultation with the child's parent or caregiver prior to enrolment.

Families of students that have specific individual needs should contact Lambton Public School to make an appointment to speak with the principal prior to making an application to enrol.

### **Kindergarten Enrolment**

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year. Parents need to provide:

- proof of age
- proof of residence (see section vii)
- documentation highlighting the child's immunisation status.

If you are planning to enrol a student with a disability it is advisable to contact Lambton Public School two years prior to the child commencing school.

The principal will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year. The principal will ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children. At Lambton Public School enrolments are scheduled to take place on one morning, usually within 3 days of other students beginning. All Kindergarten enrolments are completed by the end of week two of the school year.

### **International Students and Temporary Residents**

International students may submit an application to enrol to DE International in accordance with the International student's enrolment programs. Temporary residents must submit an application to the Temporary Residents Program to enrol in a NSW government school. For more information and advice on either of these programs, visit: <https://www.deinternational.nsw.edu.au/study-options/study-programs/temporary-residents> or please contact the school office.

David Holland  
Principal, Lambton Public School  
29 August 2022