



## ASHBURY PUBLIC SCHOOL

# STUDENT ENROLMENT POLICY

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**Policy:** Student Enrolment Policy

**Number:** DEC Reference No: PD/2002/0006/V01

**Source of Authority:** Department of Education

**Implementation Date:** November 2016

**Signed** ..... **Total Pages:** 5

**Distribution:** School Council Members, Website, Ashbury Staff

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### Purpose of Policy:

To clearly state the school's enrolment criteria for children living in the local area and to provide a fair and objective means of selecting enrolments of non-local applicants when the applications exceed the available places.

### Reference Information:

Ashbury Public School enrolment information: <http://www.ashbury-p.schools.nsw.edu.au/our-school/enrolment>

NSW Department of Education enrolment information:

<http://www.schools.nsw.edu.au/gotoschool/enrolment/index.php>

Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy:

[https://www.det.nsw.edu.au/policies/student\\_admin/enrolment/enrolpol/PD20020006.shtml?level=Schools&categories=Schools%7cstudent+administration%7cenrolment](https://www.det.nsw.edu.au/policies/student_admin/enrolment/enrolpol/PD20020006.shtml?level=Schools&categories=Schools%7cstudent+administration%7cenrolment)

Information for international students and temporary residents:

[http://www.schools.nsw.edu.au/gotoschool/intnl\\_students/index.php](http://www.schools.nsw.edu.au/gotoschool/intnl_students/index.php)

### Definitions:

**Local or Catchment Area:** That area which is Ashbury Public School's local enrolment catchment area or zone, as defined by the NSW Department of Education. This catchment area may change at any time. With regard to enrolment applications, the relevant area will be that which is defined by the NSW Department of Education for the child's expected first day at Ashbury Public School. A map of the local area is available on the Ashbury Public School website at: <http://www.ashbury-p.schools.nsw.edu.au/our-school/area-map>

**Non-Local or Out-of-Area Application:** Any application for enrolment of a child whose permanent and principal place of residence is outside the Ashbury Public School catchment area.

## POLICY

### **1. Summary of Policy**

- 1.1. Children living within the local area will be enrolled in accordance with the policies of the NSW Department of Education.
- 1.2. A child is eligible to be enrolled at Ashbury Public School if that child's permanent and principal place of residence is within the boundaries of the school's catchment area. Visits to or stays with a relative, grandparent or friend are not regarded as residence.
- 1.3. The boundary of the school's local area is clearly marked on the Ashbury Public School Catchment Map (available at <http://www.ashbury-p.schools.nsw.edu.au/our-school/area-map>.) The boundaries of the Ashbury Public School catchment area are determined by the NSW Department of Education and may change at any time.

### **2. Applications to Enrol**

- 2.1. Applications for enrolment are to be made by completing the NSW Department of Education's "Application to Enrol in a NSW Public School" and by accurately and honestly providing all the information required by that form. In addition, Ashbury Public School may require further information to be provided in order to process the application. The enrolment application form is available at:  
<http://www.schools.nsw.edu.au/media/downloads/gotoschool/enrolment/detsef.pdf>
- 2.2. The application to enrol in a NSW public school is a legal document. Providing false or misleading information in the application process may result in severe penalties. These may include: the student's enrolment being terminated; any decision based on false or misleading information being reversed. Other penalties may apply.
- 2.3. An application for enrolment at Ashbury Public School may only be lodged when a student already resides in the local catchment area.
- 2.4. To ensure that each child has a smooth transition to Ashbury Public School, applications for enrolment should be received by the Ashbury Public School office by the end of August in the year preceding the child's expected start date.
- 2.5. Assistance with completing forms can be provided to those who require it.
- 2.6. Students resident in the Ashbury Public School catchment area who have chosen an out-of-area enrolment at another public school will not automatically be permitted to enrol at Ashbury Public School. Enrolment at Ashbury Public School may only occur after discussion between the Principals of Ashbury Public School and the student's current school, and if the change of school is determined to be in the student's best interests.

### **3. Proof of Residence**

- 3.1. Proof of residence in the Ashbury Public School catchment area is to be provided by all applicants at the time of submitting an enrolment application. The following forms of proof are required:
- (a) Property ownership or tenancy documents in the name of the child's parent or legal guardian: e.g. local council rate notice or tenancy agreement (valid for 6 months); and
  - (b) Two (2) current utility bills from different providers, in the name of the child's parent or legal guardian. Acceptable bills include those for water, gas or electricity.
- 3.2. Addresses and other information provided as part of the enrolment application may be subject to additional or external verification.

### **4. Inclusivity and Student Support**

- 4.1. Ashbury Public School is an inclusive school with a commitment to quality education for all students. Parents are required to provide comprehensive information regarding the medical and special needs of their child upon enrolment. This is to ensure that adequate provisions are available within the Ashbury Public School setting and that additional supports can be investigated to enable full participation of the child in daily school programs. Further information can be found at:
- <http://www.schools.nsw.edu.au/studentsupport/programs/disability.php>

### **5. Confidentiality & Respect**

- 5.1. All enrolment applications will be kept confidential. School staff may only discuss an application or enrolment with the parent(s) or legal guardian(s) of the student to whom it relates.
- 5.2. Parent(s) and legal guardian(s) are to treat all school staff with respect and courtesy in any discussion of enrolment or enrolment applications.

### **6. Processing of Applications**

- 6.1. Enrolment applications will be processed on the basis of the written application. Phone conversations and informal discussions will not be considered as part of the application. Contact will be made with applicants to obtain further information if required.
- 6.2. If the documentation required to complete any application is unavailable, a Statutory Declaration will be requested. This must detail the reasons why the necessary documentation is unavailable. A Statutory Declaration is a legal document and there are significant penalties for providing false information. Please refer to paragraph 2.2 of this document.

## 7. Enrolment Ceiling and Enrolment Buffer

- 7.1. Enrolments may not exceed the school's open ceiling of 390 students. This enrolment ceiling is based on available permanent accommodation. Demountable classrooms are not counted towards the enrolment ceiling.
- 7.2. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements.
- 7.3. Places in each class will be kept open from the start of the year to ensure access for children who move into the area during the year (an enrolment buffer.) The number of places will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. Places in this buffer are not to be offered to non-local students.
- 7.4. The enrolment buffer is set at 5% of the school's enrolment ceiling, as at July 2016. However this buffer will be reviewed annually, usually at the end of Term 1, and may be altered to take into account any anticipated decrease or increase in enrolments due to local circumstances such as the completion of any large housing developments in the local area.
- 7.5. When the school's total enrolment is over the buffer level (over 95% of the enrolment ceiling or 370 students) a notification will usually be placed on the enrolment information page of the school website stating that it is not anticipated that any out of area enrolments will be accepted for the coming year.

## 8. Non-Local Enrolments

- 8.1. Applications for non-local enrolment will be considered only when there are places available in the school. In addition, non-local enrolments will only be considered if there is space in the specific year group for which the application is being made.
- 8.2. Applications for non-local enrolments are to include a letter detailing reasons for the application.
- 8.3. Non-local enrolments will not be available to siblings of out-of-area students if the school's enrolment is above the school's enrolment buffer level (above 95% of the enrolment ceiling.)
- 8.4. An out-of-area placements panel, in accordance with Departmental policy, will consist of the Principal, one staff representative and one parent representative nominated by the School Council and will consider all applicants for non-local enrolment when places are available in the school.
- 8.5. Criteria for selecting amongst non-local enrolments may include (**not listed in order of priority**):
  - Safety and welfare of the student
  - Particular educational requirement
  - Proximity and access to the school, with consideration of proximity to other schools
  - Sibling(s) already enrolled at the school
  - Children of current APS staff or staff about to commence work at APS

## **9. Waiting Lists**

- 9.1. Waiting lists will be established for non-local students and be current for one year. Waiting lists will be kept at a realistic length, in general no more than one person per year group.
- 9.2. Placement on a waiting list will be determined by the out-of-area placements panel, in accordance with the criteria for selecting amongst out-of-area enrolments, as listed above.
- 9.3. Date of lodgement of an enrolment application will not be a factor in placement on a waiting list.
- 9.4. Parents will be advised in writing if their child is to be placed on a waiting list.

## **10. Appeals**

- 10.1. Appeals should be made in writing to the Principal and if not resolved at the local level referred to the Director NSW Public Schools Canterbury Network to make a determination.