



Bald Face Public School

Enrolment Policy

*Current as at 1 July 2019

The NSW Department of Education is committed to providing high quality education to all students enrolled in NSW government schools.

Parents may enrol their child in Kindergarten at the beginning of the school year if the child turns 5 years of age on or before 31 July in that year. The Education Act 1990 mandates that all children must be in compulsory schooling by 6 years of age. No Kindergarten enrolments will be accepted after the last day of Term 2 of the enrolling year.

Parents may apply to enrol their child at any school, however are entitled to enrol their child at the local school within the designated intake area which the child is eligible to attend.

A student is enrolled when an application to enrol is certified as accepted by the principal and the student is placed on the enrolment register of a school.

In accordance with anti-discrimination legislation, no student will be discriminated against including on the grounds of their race, religion, gender, age, ethnicity, language background, disability, caring responsibilities, sexual orientation, transgender status and marital or domestic status, when enrolling in NSW Government schools.

Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment, preferably provided to the school from mid year prior to intended commencement. Pertinent information regarding Kindergarten enrolments will occur on scheduled orientation days.

Responsibilities of the Parents

- Have the duty of enrolling a child of compulsory school age at a government school or registered non-government school, or to register for home schooling.
- When required by the school, provide accurate information and documentation necessary to allow the school to establish a child's entitlement to enrol.

Responsibilities of the Principal

- Accept or decline applications for enrolment in accordance with this policy's implementation procedures.

- Maintain an enrolment register containing accurate enrolment data.
- Arrange to obtain relevant student information, oversee risk assessments, and develop risk management plans for prospective students with special needs, including students with disability, or with safety, health or wellbeing concerns.
- Develop selection criteria, which are not unlawfully discriminatory, for non-local enrolment applications for use when demand exceeds the number of places available.
- Take reasonable steps to ensure that a student with disability can apply for enrolment on the same basis as a student without disability and without experiencing discrimination.
- Inform parents and community members about the school's procedures for enrolment.
- Determine appeals to applications for enrolment and adult enrolment that have been declined by enrolment panels, provided they are not part of the panel.
- Share information relevant to student and school safety with other principals when transfer of information is requested in order to enrol a child in another school in accordance with this policy's implementation procedures.
- Operate within enrolment caps and local enrolment buffer levels.
- Advise the Director, Educational Leadership of enrolment trends in the school.
- Have [delegated authority](#) to refuse enrolment where a student has a documented history of violence and under section [34\(4\)\(b\) of the Education Act 1990](#). This is subject to compliance with the requirement to conduct a risk assessment in accordance with [Part 5A of the Education Act 1990](#) and to engage in consult with the Director, Educational Leadership.

Responsibilities of the Director, Educational Leadership

- Determine appeals to applications for enrolment that have been declined and cannot be resolved by the principal in circumstances where they have had prior involvement in a matter.
- Monitor implementation of enrolment caps and local enrolment buffer levels in consultation with School Infrastructure NSW.
- Review and endorse school procedures for enrolment.

- Assess and approve the principal's decisions in relation to enrolment applications for enrolment in particular circumstances.
- Consult with principals proposing to refuse enrolment under [section 34\(4\)\(b\) of the Education Act 1990](#).

Designated Drawing Area and Verification of Local Residency

The Secretary of the Department of Education designates which are the intake areas of all the local government schools. In order to check that in-area enrolment applications are bona fide residents in Bald Face Public School's drawing area, the school will request supporting evidence of residency or guardianship. This is to ensure fairness to all applicants and the placement process generally.

For a student to be enrolled as a local placement, parents will be asked to provide 100 points as per the attached Residential Address check, which includes proof of residency that they live in the local area and that the child being enrolled also lives in the local area.

General Guidelines

- All documents MUST be in the name of the enrolling parent/carer.
- Original documents must be presented.
- All documents must be current.
- Personal references are not considered.

Students not living within the designated drawing area

An out-of-area placement panel, in accordance with the Departmental Policy will consist of the Principal, one or more staff representatives and one parent representative nominated by the Parents and Citizens Association. The panel will consider all applications for non-local enrolment when places are available in the school. All out-of-area or non-local applications must be submitted prior to the closing date set by the school each year.

In assessing the application, the panel will consider only those matters presented on the non-local application form/letter and not any verbal submissions

Siblings of current students-Out of Area

Siblings of current students who are not in area or non-local (eg. outside designated drawing area) will not have guaranteed placement at Bald Face Public School. Placement will be offered to an out-of area sibling only if there is room within the cohort for which they are applying.

However out of area sibling considerations will feature predominately on the selection criteria listing.

Enrolment of Students with Disabilities

When students with disabilities are seeking enrolment into mainstream classes, an appraisal of the students educational and support needs will occur. This may occur as part of a planned transition process, or at the time the enrolment is sought and may involve the school counsellor and other DoE staff.

Verifications of Guardianship

Please provide copies of the following:

Papers from the Guardianship or Family Law Court, where applicable.

Proof of current guardianship by one of the parents, in case of parental separation (e.g. Centrelink payment)

At Bald Face Public School, we value the relationship we build with each family, commencing at enrolment and we consider any misinformation of details (e.g. address) to be a breach of this partnership.

Please note that:

The applicant's given address is understood to be the point from where they leave each morning to come to school, destination in the afternoon and sleep each night.

De-enrolment may follow, if enrolment is offered on the basis of false or misleading information.

Further information may be sought, at the schools discretion, to supplement documentation provided.

Related Policies and Guidelines:

DET 1997 **Enrolment of Students in Government Schools: A Summary and Consolidation of Policy**

Residential address check

For the enrolment of students in NSW Government schools

Persons seeking to enrol a child in a NSW Government school may be required to show documents to establish the child's address

Key principles

The *Education Act 1990* provides the key principles that govern the enrolment of students in NSW Government schools. Some of them are summarised below.

The parent of a child may enrol the child at any government school if the child is eligible to attend the school and the school can accommodate the child (section 34.1).

A child is 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 (section 34.2).

The principal may, for the purpose of establishing a child's eligibility to attend or entitlement to be enrolled at the school, require a person seeking to enrol the child at the school to provide proof, to the satisfaction of the principal, of the child's identity, date of birth and home address (section 34A.1).

In determining whether a child could be accommodated, the number of classrooms and other facilities may be considered (section 34.6).

The enrolment of a child who is not entitled to be enrolled at the school may be terminated if the child was enrolled as a result of false information or a false document provided (section 34A.4).

Establishing the child's residential address

To determine a child's eligibility to attend or entitlement to enrol in the school, the principal may require documents to establish the child's address.

Generally, acceptable documents show the full name of the parent and address of the parent or carer with whom the child lives. However, any requests for proof of address must be reasonable in the circumstances.

Staff in schools abide by the Privacy and Personal Information Protection Act 1998 (NSW). Residential address information provided will be used to process applications for enrolment and associated purposes and the information will be stored securely.

100-point residential address check in some schools with a designated intake area

Schools that are above or near (i.e. the number of non-local enrolment applications received exceeds the number of enrolment places available outside the local enrolment buffer) their buffer level use the following 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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

More information

Contact your local school or visit
<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>