



Allambie Heights Public School

RESPECT

RESPONSIBILITY

RESILIENCE

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Enrolment Procedures

Students are enrolled at Allambie Heights Public School in accordance with the guidelines of the NSW Department of Education. This procedure is to be read in conjunction with the DoE Enrolment of Students in NSW Government Schools located at <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

All NSW Public Schools strongly support the enrolment of students in their locally designated public school and are expected to follow the Department of Education's requirement that students attend their intake area school as detailed on <https://my.education.nsw.gov.au/school-finder>

Rationale

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. The intake area of Allambie Heights Public School has been determined following consultation between the Department of Education, the Properties Directorate and Director, Public Schools NSW for the school. The boundary area for the school is currently in a transition phase and the reduced boundary area will be enforced for the 2023 school year. In addition to the school finder link above, the school office can advise families if their address falls within the school's current catchment area as well as the new catchment area. Non-local enrolments will only be considered where a vacancy exists within the relevant grade and where the school does not exceed its enrolment cap of 486 students, as determined by the Department of Education. No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements. In the context of the above provisions and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Local Enrolment

A student is entitled to enrol at Allambie Heights Public School if:

- The child's home is situated within the designated intake area. Proof of residence is required to substantiate the application. The Department of Education require all enrolments provide a 100-point residential check to confirm that their address falls within the catchment area. Details of documents required can be accessed at <https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/Residential-address-check.pdf>
- The child is eligible to attend school. Children may enrol at the beginning of Kindergarten if they turn five years of age on or before 31 July in that year. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status. All parents enrolling children must produce a proof of immunisation status. Parents can find out more by reading the NSW Health guidelines regarding procedures for a child who is not immunised.
- Parents complete the Department of Education enrolment form online and then present supporting documentation to the school office. Enrolment will not be complete until all required documentation has been received by the school.

Non-local enrolments

Allambie Heights Public School must ensure that there are sufficient places for eligible local children.

Where spare permanent accommodation exists, non-local placements must not generate demand for extra staff or create disruption to school routines.

Placement Panel

The Allambie Heights Public School Placement Panel has been established to consider applications for non-local enrolment. Membership of this panel is the Principal, staff representative and a parent nominated by the Parents and Citizens Association. The panel is to be chaired by the Principal. Only those applications presented in writing will be considered. Oral applications or other submissions will not be considered. The placement panel must limit recommendations to the terms of this procedure and the Department of Education's enrolment policy.

On receiving an out of area application and a letter detailing why an out of area application is requested, the panel will assess each application on their need. The panel will then make a determination of whether the out of area application meets the relevant criterion for a non-local enrolment. The final decision will be determined by the Director, Educational Leadership for the school. The current Director, Educational Leadership for our school is Mrs Jann Pattinson.

Criteria for non-local enrolment

- ❖ Acceptance of the enrolment will not create the need for additional staff and accommodation under any circumstances and there is space in the requested grade as student numbers do not exceed the cap of 486 students.
- ❖ If criterion above is met, the following could permit acceptance of an application (in no priority order):
 - The number of positions available
 - Structure and organisation of the school
 - Older siblings still enrolled at AHPS but family has moved out of the enrolment area
 - Safety and supervision of the student for before and after school care arrangements
 - Special interests and abilities (for example K-6 music program not available at local designated school)
 - Substantial student welfare reasons
 - Extreme compassionate circumstances
 - Extreme medical reasons

The placement panel will record all decisions and maintain minutes of the meetings. These are to be made available on request to the Director, Educational Leadership. Parents are informed, in writing, of the panel's decision. This written notification will be provided in mid to late term 3.

Enrolment of students with disabilities

When students with disabilities are seeking enrolment into mainstream classes, an appraisal of the student's 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 will involve the school counsellor and other DoE support staff.

Appeals

Appeals are to be dealt with in the first instance by the school. The appeal should be made in writing to the Principal. Where the appeal is not resolved at the school level, the Principal will request the Director, Educational Leadership to consider the matter. All documentation relating to the school's decision must be forwarded to the Director, Educational Leadership.