



Ashtonfield Public School

Implementation procedures of the Department of Education Enrolment Policy

Introduction

Any child between the ages of six and seventeen is required to be enrolled at a government, registered non-government school or training, and is to attend each day that instruction is provided or to be registered for home schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

General Principles Governing Enrolment

A student is considered to be enrolled when he or she is placed on the admission register of a school. 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.

Ashtonfield Public School's intake area is determined by the NSW Department of Education and Training. School Intake Zone Inquiry: <https://education.nsw.gov.au/school-finder>

No person will be discriminated against enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Enrolment Ceiling and Buffer

At the completion of the School Infrastructure Building Project, Ashtonfield Public School will have an enrolment ceiling based on 25 permanent classrooms and providing a buffer of twenty places to accommodate local area students enrolling throughout the year.

Including buffer placements for local area students, the school 2022 enrolment ceilings are as follows:

Class Description	Capacity	Number	2022 Total	2022 minus local area buffer
Kindergarten	20	4	80	78
1	22	3.5	80	78
2	24	3.2	80	79
3	30	2.8	84	80
4	30	2.8	84	80
5	30	2.8	84	81
6	30	2.8	85	81
Total		23	577	557 (22 classes)

Local Enrolment Applications

A student whose address falls within the designated intake area will be entitled to enrol at Ashtonfield Public School in accordance with the policies of the NSW Department of Education and Training. Proof of residence is required to substantiate the application. The school will follow Attachment A – *Residential Check for the enrolment of students in NSW Government Schools* to establish a child's address.

When the school is at or approaching the enrolment buffer the school, the school will use the following 100-point residential check taken from the aforementioned Department of Education document 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) <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. **that is current or has expired within the last 3 months.

Children may enrol for Kindergarten if they turn five years of age on or before 31 July in that year. Original documentation providing proof of age is required. Either birth certificate or passport can be used to provide this information. 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. An interview with the Principal or delegated executive member will be held with new enrolments to determine any additional needs including learning needs, EALD, funding support for disabilities and Court Order details.

Placement Panel

A Placement Panel will consider applications and make recommendations when demand for non-local places exceeds availability. The composition of the panel will include an Executive staff member, one teaching staff member and member of the P&C. The panel will be chaired by the Executive staff member and will meet as needed. The panel will only assess the information and supporting documentation on the non-local enrolment application form available from the school.

Applications for the following year - The placement panel will consider non-local applications for the following year from Term 3. Meetings will be scheduled in Weeks 2, 5 and 9 of Term 3 and 4. In order for applications to be considered they should be submitted before the end of Week 1, 4 and 8. Applications for non-local enrolments received after Week 8, Term 4 will be considered in Term 1 of the following year.

Applications for the current year – The placement panel will consider non-local applications for the current year each term in Weeks 5 and 9 with submissions closing Week 4 and 8.

The placement panel will not meet when zero applications for non-local enrolment have been received.

Non-local Enrolments

Applications for non-local enrolments will be considered only when there are places available in the school. The enrolment will not create the need for additional staff and accommodation under any circumstances. If the above criteria are met, the placement panel will consider criteria to support non-local enrolments in the following order:

1. Siblings already enrolled at the school (mandatory)
2. Structure and organisation of the school
3. Compassionate circumstances
4. Proximity and access to Ashtonfield Public School
5. Safety and supervision of the student before and after school

Non-local applications may be held over to future placement panels, should the application not meet the set threshold of the above criteria. Applications that have been heldover will be re-assessed at the next placement meeting. Parents will be advised in writing if their child's application is held over to the following meeting.

Waiting List

A waiting list may be created for non-local students who are not offered enrolment. The waiting list will remain valid until November during the current intake period only and is determined by the enrolment panel. Parents will be advised in writing if their child is to be placed on the waiting list and the position.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. Where required, the Principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter. If the matter is not resolved at the local level, the Director - Educational Leadership, Maitland will consider the appeal and make a determination.

Evaluation Process:

These procedures were ratified by the school executive and P&C in May 2021. The procedures will be reviewed, and refined if necessary, in Term 2 2022.