



Holsworthy Public School

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Enrolment Protocol

This protocol is based on the Department of Education Enrolment Policy 'Enrolment of Students in Government Schools' and the 'General Enrolment Procedures' (updated August 2020)

The following information should assist you with the criteria and evidence required by the school to process the enrolment application for your child/ren. When lodging your enrolment application/s, it is important that you inform us of any special circumstances, allergies, health or medical conditions concerning your child/ren

Local Enrolment

A local enrolment is a student whose permanent residence is situated within the designated local enrolment area. Residence refers to the address of the legal guardian with whom the student lives for the majority of the time. Please refer to the attached Map or go to [Find a NSW Public School, School Finder](#).

Applicants residing in the school's designated local area should complete and submit the form *Application to Enrol in a NSW Government School*. The form is available online and can be submitted at any time throughout the course of the year - [online enrolment application](#).

The school requires evidence demonstrating local residence status through the provision of current original documents. These are:

- Property ownership or tenancy documents in the name of the applicant's parent e.g. a rate notice or tenancy agreement
- Utility account statements e.g. water, electricity, telephone or gas bills. This must display the name and local address of the applicant's parent

Non-Local Enrolments

A non-local enrolment is a student whose permanent residence is beyond the designated local enrolment area. Places for non-local applicants will be considered in relation to the whole school and each academic year's numbers, including:

- The number of teaching spaces available; *and*
- That sufficient buffers be left to accommodate possible new local enrolments throughout the school year.

Non-local enrolment applications will be considered with reference to each applicant's residential address and the following criteria:

- The school has vacant places in the grade requested, beyond the buffer;
- Staff and accommodation are available;
- Siblings of a child currently enrolled;
- Compassionate circumstances of a serious matter;
- Medical reasons e.g. Access to specialist local medical services;
- Disability e.g. Wheelchair access.

Parents/carers who wish to make an application for non-local enrolment for a student or students, must complete an online application form, **addressing the criteria**, on the *Non-Local Enrolment Application form* available on the school's website. When addressing the criteria be clear and concise and specifically prove

the case for enrolment of the student to the placement panel

Applications need to state the reasons for an out of area enrolment. The application will be considered only on those matters presented on the application form. Applications should be addressed to the Principal for consideration of the placement panel.

Appropriate documentation relating to the criteria should be included as the placement panel will base their decision on this information. Applications may be rejected based on insufficient documentation and an inappropriate case.

Please note:

- Oral or other submissions will not be accepted.
- Applications containing false or misleading information will be rejected.

Placement Panels

The school Placement Panel consists of the Deputy Principal, one teaching staff member and one community school member. The panel will be chaired by the Deputy Principal, who will have a casting vote. The Placement Panel meets as appropriate.

Please Note: Satisfying one or more of these criteria does not guarantee enrolment. An offer of enrolment will only be made to non-local applicants **if places are available**.

Non-local applicants who are made offers of enrolment will be required to complete and submit the form *Application to Enrol in a NSW Government School* prior to their enrolment being finalised and commencement of attendance at school.

All non-local applicants will be referred back to the Principal of their local school to discuss their reasons for their non-local application prior to their application being considered.

Enrolment Ceiling

The school has an enrolment ceiling based of 648 students. The school also needs to consider the number of students in each class.

Enrolment Buffer

The school cannot accept out-of-area enrolments if it necessitates the forming of a new class. Within each year's decided enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, enrolment fluctuations and the number of families moving into or out of the area.

To avoid disappointment, parents/carers should check that there are places available in the school before applying.

Waiting List

Waiting lists may be established for non-local students. Waiting lists are current for one year.

Appeals

Where a parent wishes to appeal against the decision of the Placement Panel, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter.

If the matter is not resolved, it may be referred to the Director Educational Leadership (Chipping Norton Network) to determine if the stated criteria have been fairly applied.

Kindergarten

Children may be enrolled in Kindergarten at the beginning of the school year if they turn five years of age by 31 July of that year. Documentation providing proof of age and residency in the local area is required.

Enquiries for Kindergarten enrolment may be made during school hours. Applications for enrolment will be accepted from the commencement of Term 2 of the year prior to enrolment.

An orientation program will be provided. Prospective students and their parent/s are invited to attend these sessions. They provide information necessary for starting school, introduction to key school personnel and activity sessions in the classrooms for the students.

The *Public Health (Amendment) Act 1992* requires parents to provide documentary evidence of a child's immunisation status on enrolment at school. From the beginning of 2005, an *Immunisation History Statement* is required. This is accessed from the Australian Government by the parent through their medical practitioner. Parents have the right not to have their child immunised. However, in the event of an outbreak of a vaccine preventable disease, the Health Department is notified. They will determine whether non-immunised children need to remain at home for the duration of the outbreak.

Enrolment of Non-Australian Citizens

Non-Australian citizens will be enrolled in accordance with the procedures set out in *Enrolment of Students in Government Schools* and the policies of the Temporary Visa Unit.

Visa status of Non-Australian citizens

Will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit). Guardianship arrangements for enrolling students will need to be confirmed with the school by the students' parents.

Home Schooling

If a parent wishes to Home School their child, the parent is required to make an application through NESA Home Schooling and is required to meet the requirements of the processes and procedures with NESA.

Until confirmation and registration with NESA Home Schooling has been confirmed (a certificate of registration will be issued to the family), the student is required to be in attendance at school.

Refusal of Enrolment

The Principal may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence.