1. Rationale

This policy is based on the latest DoE documentation, Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (August 1997).

The government school system in New South Wales exists to provide high quality education for all students from all backgrounds with any level of individual need. Local schools are required to provide enrolment to all students who reside within the local catchment or ‘feeder area’. These school local areas are determined by the Department of Education through a process involving consultation between the Director, Public Schools, local Principals and the Asset Management Directorate. A school enrolment ceiling is determined by the number of available permanent classroom buildings. Ironbark Ridge PS was built in 2005 with 14 permanent classrooms.

The fair and equitable enrolment of students into NSW public schools is vital to the efficient operation of the whole system – impacting on all public schools. As a result, enrolment of students should be into their correct local school according to their residential address. Students wishing to access more specific Department of Education resources such as support classes, schools for specific purposes, opportunity classes, etc., must still enrol through their local school and make internal and official applications thereafter.

2. Outcomes

As a result of the implementation of these procedures:

- Fair and equitable enrolment options for all students will be maintained.
- Accurate and reliable information and documentation will be provided to verify the residential address of each student at the school.
- New Kindergarten families who are building new residences in the local catchment area will be able to pre-enrol their children at the start of the year, given that they can provide sufficient documentary evidence of their intention to begin residence within six months of the start of school and supplementary evidence of commencement of residential status within that initial six months.
- A fair process for the examination of additional information and special circumstances surrounding possible non-local enrolment at Ironbark Ridge PS will be ensured.
3. Local Enrolment

Ironbark Ridge PS will accept all students who reside in the designated feeder area and are of an appropriate age, regardless of sex, race or disability. Please refer to the catchment map and list of street names on the school website to ascertain if your residence is in area.

Children may enrol in Kindergarten at the beginning of the school year if they turn five on or before 31 July in that calendar year. The same documentation is required as for other local enrolments as listed below.

The school determines the commencement date for Kindergarten, which may be staggered over a number of days, but will occur as quickly as possible after the start of the school year. Whilst it is a better option for the children to start Kindergarten at the beginning of the school year, parents may do so up to the end of Term 2.

Please return your completed and signed “Application to Enrol in a NSW Government School” to the School’s Administration Office together with the identification and proof of address documentation as set out below. The Application to Enrol is available on the school’s website or can be picked up from the school.

Local Enrolment Identification Documentation requirements *

- **Birth Certificate** (commemorative certificate is not acceptable)
- **Passport** (if child was not born in Australia) and proof of residency e.g. Visa documentation
- **One Parent’s Passport and/or Citizenship papers** (if parents both born overseas)
- **Immunisation History Statement** – if parents choose not to have their child immunised, under the Act, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.
- Any applicable **Court Orders** relating to custody, etc.
- **Most recent School Progress Report** (other than Kindergarten enrolments)

* Original Documents are to be sighted. The school will take photocopies.

Local Enrolment Proof of Address Documentation requirements

To process your application we require documentation to verify your residential address. Please refer to the Residential Proof of Address Documentation guidelines.

General Guidelines:

- All documents **must** be in the name of the enrolling parent/carer and show current residential address. P.O. Box address is not acceptable.
- **Must supply** council rates for home owners or a current lease agreement (which must extend into the school year a minimum of 6 months) substantiated with a Rental Bond receipt from the Department of Fair Trading for renters
- If a private lease agreement is in place, a **Statutory Declaration** from the **Property Owner** and a further **Statutory Declaration** from the **Family Leasing Property** is also required.
- All documents must be current. Any documents issued more than 3 months ago will not be accepted.
- Statutory Declarations will not be considered as one of the proof of address documents.
- For new students enrolling for next year, whilst current documents will be asked for in the year prior to the day of enrolment, more current documents will need to be provided on the day of enrolment, to ensure address is still current. This will be for all residents, both rental properties and home owners.
4. New Kindergarten Families Building in the New Housing Estates within Ironbark’s Catchment Area

Consideration *may* be made by the Out of Area Enrolment Panel for Kindergarten families who are building homes in the new housing estates that are within the Ironbark Ridge catchment area. **An out of area application** is required to be submitted with the following supporting documentation:

- **A approved Building Contract** stating the time of commencement of building. **Ownership of land without evidence of an approved building contract will not be acceptable.**
- The Building Contract must be in the name of the parent/guardian of the child being considered for enrolment.
- The Building Contract must specify work to be completed within 6 months of start date of Kindergarten enrolment and supplementary evidence of commencement of residential status within that six months will be required.
- Evidence this will be the family home and not a rental property e.g. Statutory Declaration signed by a Justice of the Peace.
- Other supporting documentation may be requested if necessary to support the enrolment.

5. Families Living With Friends or Relatives Within the School Catchment Area

Sometimes people state they are living with friends or relatives on a temporary arrangement with no formal lease agreement in place. In these situations the following documentation is required:

- **A Statutory Declaration** completed and signed by the family who owns the home stating that the family on the Enrolment Form is living with them. Please include the anticipated length of time that the family who is applying for enrolment will be staying and full names of both families must be stated. The Statutory Declaration must then be signed in the presence of a Justice of the Peace who will then witness the signature of the person completing the Statutory Declaration.

- **Five proof of ownership documents of the family who own the home.** Please refer to the Residential Proof of Address Documentation guidelines.

- **A Statutory Declaration** from the enrolment applicant family (staying with the friends or relatives) that states the family members’ names and the length of time that they will be staying.

- **Three forms of identification from the enrolment applicant family** showing the name and address of the parents who are applying for enrolment of their child. Please see below for acceptable documentation. **Please note Driver's Licence, Electoral Roll and Bank Statements are not acceptable forms of identification.**

Acceptable documentation for the parents living with friends or relatives would be:

  - Centrelink Documentation
  - Car Registration or Car Insurance (1 only)
  - Mobile Telephone or Internet Account (1 only)
  - Post Office – Mail Redirection
  - Medical Accounts
  - Furniture Removalist Documentation
  - Furniture Storage Documentation

- Applicants and "landlord" are reminded *that it is an offence under the Crimes Act to provide a school with false information so as to gain enrolment as a local enrolment and thus bypass the out of area process.*
6. Non-Local Enrolment

Students residing outside the designated feeder area may apply for placement. Offers will be made at the discretion of the school Placement Panel. The Placement Panel will record all decisions and maintain minutes of the meetings. Parents will be informed on the panel's decision in writing.

To avoid disappointment, parents should check that there are places available in a school before applying. The criteria for selecting amongst non-local enrolment applications may include (but is not limited to) such factors as:

a. Medical reasons
b. Student wellbeing needs
c. Safety and supervision of the student before and after school
d. Compassionate circumstances

Appeals are to be dealt with in the first instance by the school. The appeal should be made to the Principal in writing. Where the appeal is not resolved at the local level, the Principal will request the Director to consider the matter. All documentation relating to the school's decision will be forwarded to the Director. The Director's determination will be based on whether the stated criteria in the school's policy have been fairly applied.

Parents have the right to make a non-local enrolment application even though they may have been advised that the school is unable to accommodate non-local enrolments.

The number of students a school may enrol is limited to the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodating local children.

Each school has an enrolment ceiling based on permanent accommodation. Within the enrolment ceiling, a buffer has been allocated to accommodate local students arriving throughout the year. Places in the buffer are not to be offered to non-local students. Where spare accommodation exists, non-local placements must not generate demand for extra staff or create disruption to school routine.

Please note although we currently accept Kindergarten enrolments for siblings of Out of Area students this may change in the future due to the growth of the school. Please also note that we do not accept Out of Area enrolments from siblings of Opportunity Class students. Waiting lists are not maintained.

The Application to Enrol in a NSW Government School requires the applicant to declare the information provided is correct. It also makes it clear the provision of false information can result in enrolment being reversed. Any decision to reverse an enrolment needs to take into account the specific circumstances of the matter. Any decision to reverse an enrolment in these circumstances will be made with the approval of the relevant Director, Public Schools NSW.

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence which has a penalty of up to 2 years imprisonment, $22,000 fine or both – section 307B of the Crimes Act 1900. If a person provides a statutory declaration he or she knows to be false, for the purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment – section 25A of the Oaths Act 1900.