



Education &  
Communities

Public Schools NSW



# ENROLMENT PROCEDURES (P-6)

February 2017

## Enrolment Principles and Guidelines

The enrolment of students at Annandale PS is consistent with the DoE Policy, with particular attention paid to the following principles:

- 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
- Children living in the local area will be enrolled in accordance with the policies of the NSW Department of Education. The boundary of our local area is clearly marked on the School Catchment Map from the DoE Demographer (attached)
- The decision on where to enrol a student and, with what level of support, will depend on a number of factors, including the student's educational needs, the express desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location, and the availability of support services at alternative locations
- In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in the enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

## Enrolment Processes and Procedures

### Local Enrolment

Students are enrolled at Annandale Public School (APS) in accordance with the guidelines of the NSW Department of Education. A student is entitled to enrol at APS if the child's permanent and principal place of residence is situated within the designated intake area and the child is eligible to attend school.

### Enrolment Ceiling

A current enrolment ceiling for APS has been established at 416 students (16 permanent teaching spaces with an average of 26 students per class). Once this number of enrolments has been reached, in general, children who do not live within the designated local area will not be enrolled. This ceiling does not take into account preschool enrolments, for which a separate enrolment policy exists.

## Enrolment Buffer

Within the 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, on enrolment fluctuations, and on the number of families moving in and out of the area. Places in the buffer will not be offered to non-local children.

## Proof of Residency

The school will seek evidence demonstrating that the child's place of residence is within the designated intake area through the provision of current original documents. These are:

- Property ownership or tenancy documents in the name of the child's parents or guardians e.g. rate notice (in relation to property ownership) or tenancy agreement (of at least 12 months duration); and
- b) Three utility account statements (water, electricity, telephone or gas) displaying the name and address of the child's parents or guardians.

Please be aware of the following paragraph on the front page of 'Application to enrol in a NSW government school' which states:

'Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.'

### Please also note the following:

A child enrolling at APS is required to live with his/her parents or legal guardians. Staying with a relative or friend does not qualify a child as "a resident". Proof of Guardianship must be supported by the relevant papers endorsed by the Family Court of Australia.

Applicants are required to be permanently residing in the designated intake area at the time of making an application to the school.

If the child's place of residence changes at any time after your child commences school, the child's parent or guardian **MUST** notify the school immediately so that the school records remain accurate.

## Preschool Enrolment

Children are eligible to enrol in NSW public preschools if they turn four **on or before 31 July** of that year. Applications for next year are taken from term two of the current school year.

Please make an appointment with us to apply to enrol your child. You will need to bring these documents with you:

- your child's birth certificate or identity documents
- proof of child's address - originals of different documents such as your council rates notice or residential lease and electricity bill
- low income health care card (if applicable)
- family law or relevant court orders (if applicable).

Children attending a Department of Education preschool are entitled to do so for one school year only prior to commencing Kindergarten.

### **Specific Priority categories for Pre-School Placement**

When placing children into the pre-school, the guidelines for placement are decided in accordance with DoE guidelines.

Priority will give priority to children whose families are experiencing disadvantage and who are unable to access other prior to school services.

Specific Priority categories will include children:

- of Aboriginal and /or Torres Strait Islander background
- with special needs, with no prior to school experience
- from families experiencing financial hardship

### **Preschool Hours**

Annandale Public School runs a 3 day and 2 day sessional program:

Monday-Wednesday 9.00 to 3.00pm

Thursday and Friday 9.00-3.00pm

Payment: \$45.00 per day (this includes the government rebate).

### **Kindergarten Enrolment**

For students entering Kindergarten the principle place of residence must be re-confirmed at the commencement of the school year prior to the child's first day of attendance. An original and current utilities or services bill must be presented to the school. Children may enrol at the beginning of the school year if they turn 5 years of age on or before 31 July in that year.

### **Non-Australian Citizens**

Non-Australian citizens holding a visa granting permanent residence, New Zealand citizens holding a current New Zealand passport and permanent residents of Norfolk Island are eligible for enrolment and are not liable to pay the Temporary Visa Holders Education Fee. The school must sight the originals of passports and other travel documents and record the details of these documents before enrolment.

Applicants in this category are required to be permanently residing in the designated intake area at the time of making an application to the school.

Siblings of children currently enrolled at APS not living in the designated intake area, will have to make an application as a non-local enrolment. Offers to non-local applicants may only be made when places are available.

## **Non-local enrolments**

A non-local enrolment is a student whose permanent and principal place of residence is beyond the designated local enrolment area.

Criteria for selecting non-local enrolment applications may include one or more of the following factors. The factors listed are not in priority order:

- a sufficient enrolment buffer exists for eligible local enrolments and the school is within its enrolment ceiling
- availability of appropriate staff and permanent accommodation
- siblings of students currently enrolled in the school
- children of current Annandale PS staff (subject to approval by the enrolment committee)
- compassionate grounds.

Criteria will be applied equitably to all applicants.

The Enrolment Committee reserves the right to consider, and accept, special case applications. The Enrolment Committee has the authority to give priority of criteria for successful special case applications.

## **Enrolment committee**

The Annandale Public School Enrolment Committee considers and makes decisions on non-local enrolment application. The enrolment committee comprises:

- the Principal
- one staff member and
- one school community member nominated by the school's Parents' and Citizens' Association

The Enrolment Committee is chaired by the Principal who has the casting vote. Decisions made by the Enrolment Committee must be made within the criteria for non-local enrolment. The enrolment committee will keep minutes of meetings which are available to the Director of Public Schools NSW, Port Jackson Network, on request.

## **Waiting list**

Non-local students will be asked to submit an application for non-local enrolments by 31st July. Applications received by 31st July will be placed on a waiting list. The enrolment committee will determine the priority of each application. The priority order of the waiting list will be reviewed periodically.

## Appeals

Appeals against a decision of the Enrolment Committee should be made in writing to the Principal. If the appeal is not resolved locally, it will be referred to the Director of Public Schools NSW, Port Jackson Network.

## Document history and details

Approval date

4 February, 2017

## Approving Officer

Dace Elletson (Principal)

## Implementation Date

Term 1, 2017

Documents Following:

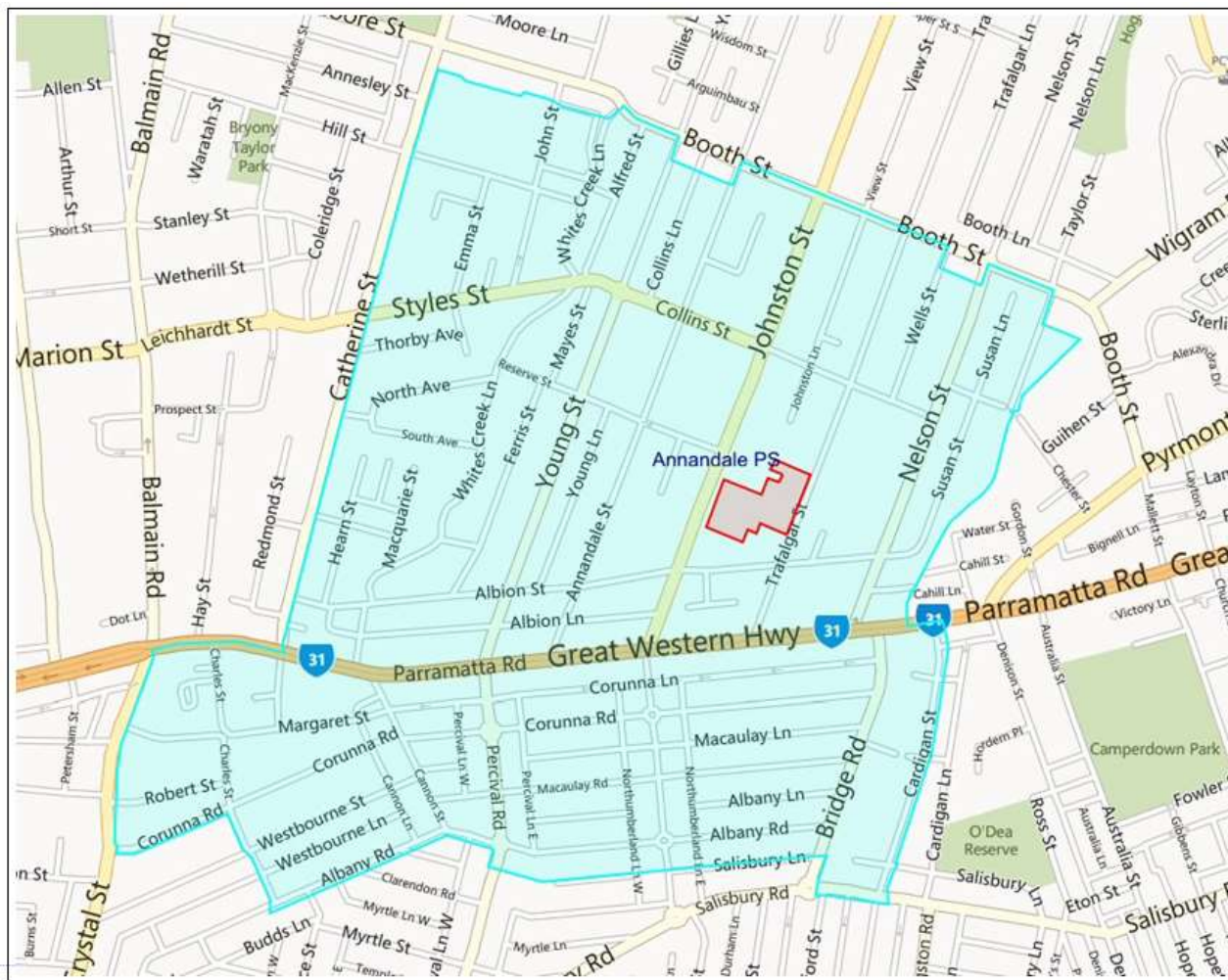
**Document A: Annandale Public School Catchment Area Map**

**Document B: Street Inclusions/Exclusions**

## Document A:

### Annandale Public School Catchment Area Map

The light shaded area below shows the catchment area for Annandale Public School



## Document B: Street Inclusions/Exclusions

Albany Road	Stanmore	2-176
Albany Lane	Stanmore	
Albion St	Annandale	
Albion Lane	Annandale	
Alfred St	Leichhardt	
Annandale St	Leichhardt	
Bridge Road	Stanmore	
Bungay St	Leichhardt	
Cannon St	Stanmore	
Cannon Lane	Annandale	
Cardigan St	Camperdown	1 - 87
Cardigan Lane	Annandale	
Catherine St	Leichhardt	2 - 266
Charles St	Petersham & Stanmore	
Chester St	Annandale	1-C29
Clarke St	Annandale	
Collins St	Annandale	
Corunna Road	Petersham & Stanmore	
Corunna Lane	Annandale	
Cruikshank St	Stanmore	
Crystal St	Petersham	1- 41
Emily St	Leichhardt	
Emma St	Annandale	
Ferris St	Annandale	
Hearn St	Leichhardt	
Hill St	Leichhardt	2- 44
Hughes St	Petersham	
John St	Leichhardt	
Johnston St	Annandale	1- 122



Johnston Lane	Annandale	
Macaulay Road	Stanmore	
Macaulay Lane	Annandale	
Macquarie St	Leichhardt & Annandale	
Margaret St	Stanmore & Petersham	
Margaret Lane	Annandale	
Mayes St	Annandale	
McCarthy Lane	Annandale	
Nelson St	Annandale	1-153
North Avenue	Annandale	
Northumberland Ave	Stanmore	2-78
Northumberland Lane	Annandale	
Parramatta Rd	Annandale	1-287; 193-195; 2- 450
Percival Rd	Stanmore	1-51
Percival Rd	Annandale	
Phillip St	Stanmore & Petersham	
Reserve St	Annandale	
Reserve Lane	Annandale	
Roberts St	Petersham	
South Avenue	Leichhardt	
Styles St	Leichhardt	
Susan St	Annandale	
Susan Lane	Annandale	
Taylor St	Annandale	2-48
The Avenue	Annandale	
Thorby Ave	Leichhardt	
Trafalgar St	Annandale	1-127
Well St	Annandale	
Westbourne St	Stanmore	1-65
Westbourne Ln	Annandale	
Whites Creek Ln	Annandale	



Whites Creek Ln	Leichhardt	
Young St	Annandale	2-260
Young Lane	Annandale	

#### Document history and details

##### Approval date

10 February, 2016

##### Approving Officer

Dace Elletson (Acting Principal)

##### Implementation Date

Term 1, 2016