



## CLEMTON PARK PUBLIC SCHOOL

*Pursuing Excellence*

ABN: 55 922 166 723

Tel: 9718 4483

Fax: 9718 8703

185 Bexley Road, Earlwood NSW 2206

PRINCIPAL: Angelica Lapi

EMAIL: [clemtonpk-p.school@det.nsw.edu.au](mailto:clemtonpk-p.school@det.nsw.edu.au)

WEBSITE: [www.clemtonpk-p.schools.nsw.edu.au](http://www.clemtonpk-p.schools.nsw.edu.au)

### CLEMTON PARK PUBLIC SCHOOL ENROLMENT POLICY 2019

Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

Parents may enrol a child if they turn 5 years of age on or before 31 July in that year.

Schools require an Authority to Enrol for each temporary resident and international student enrolment which is issued by the Temporary Residents Program.

No student will be discriminated against enrolment on the grounds of sex, age, race, religion, ethnicity, or disability.

#### **Responsibilities of the Principal**

With regard to enrolment, the school Principal is responsible for:

- Preparing an enrolment policy.
- Informing present and prospective members of the school community about provision available at the school.
- Managing the school enrolments within the resources provided to the school.
- Advising the Director Educational Leadership of enrolment and curriculum trends in the school.
- Maintaining accurate and complete enrolment data.
- Adhering to enrolment cap to cater for anticipated local demand.
- Establishing an enrolment number (a buffer) to cater for anticipated local demand during the year.
- Establishing a placement panel when demand for non-local places exceeds available accommodation.

#### **Responsibilities of the Director Educational Leadership**

With regard to enrolment, the district superintendent is responsible for:

- Monitoring enrolment policies, procedures, numbers and cap at all schools in the network.
- Making determinations for out of area placements, which cannot be resolved at the school level.
- Monitoring schools' local areas in collaboration with Principals, Directors of adjacent networks (where appropriate).

#### **Enrolment**

The provisions of the Education Reform Act of 1990, as reviewed in 1997, allow:

- a parent to seek enrolment for a child at any government school if the child is eligible to attend the school and the school can accommodate the child:
- a child to enrol at his/her local school, if he/she is eligible to attend.

#### **Enrolment Processes and Procedures In-area Enrolment**

Students are enrolled at Clemton Park Public School in accordance with the guidelines of the NSW Department of Education. A student is entitled to enrol at Clemton Park Public School 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 Cap

A current enrolment cap for Clemton Park Public School has been established at 578 students (25 permanent teaching spaces with an average of 23.1 students per class).

Once this number of enrolments has been reached, in general, children who do not live within the designated intake area will not be enrolled.

### Enrolment Buffer

Within the enrolment cap, a buffer will be determined to accommodate in-area students arriving throughout the year. The size of the buffer will be based on historical data, enrolment fluctuations and on the number of families moving in and out of the area. Places in the buffer will not be offered to out-of-area children except on compassionate grounds.

### Proof of Residency

The school will seek evidence demonstrating that the child's place of residence is within the designated intake area and uses a 100-point residential address check to determine student's entitlement to enrol at the school (See Figure 1.0).

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 Clemton Park Public School 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.

**Figure 1.0** 100-point residential address requirements

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 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 each
2. Any of the following 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 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 * up to 3 months old	15 each

## **Students not living within the designated catchment area**

An **out-of-area placements panel**, in accordance with Departmental policy, will consider all applications for non-local enrolment when places are available in the school.

In assessing the application, the panel will consider only those matters presented on the non-local application and enrolment forms and not oral or other submissions. The decisions made by the placement panel will be made within the context of the enrolment ceiling and the buffer retained for local students arriving throughout the year.

### **Out-of-area enrolments**

An out-of-area enrolment is a student whose permanent and principal place of residence is beyond the designated intake area.

Criteria for selecting out-of-area enrolment applications may include one or more of the following factors. The factors listed are in priority order:

a sufficient enrolment buffer exists for eligible in-area enrolments and the school is within its enrolment cap

availability of appropriate staff and permanent accommodation

siblings of students currently enrolled in the school.

compassionate grounds.

### **Enrolment panel**

The Clemton Park Public School Enrolment Panel considers and makes decisions on out-of-area enrolment application. The enrolment panel comprises:

one Deputy Principal

one staff member

one school community member

The Enrolment Panel is chaired by the Deputy Principal who has the casting vote. Decisions made by the Enrolment Panel must be made within the criteria for out-of-area enrolment. The enrolment panel will keep minutes of meetings which are available to the Principal and Director, Educational Leadership on request.

### **Appeals**

Appeals against a decision of the Enrolment Panel should be made in writing to the Principal. The Principal will consider the appeal and make a determination. The parent will be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is Director Educational Leadership.

### **Enrolment of Students with Disabilities**

When students with disabilities are seeking enrolment into regular classes, an appraisal of the students 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 may involve the school counsellor and other DoE staff.

### **Kindergarten Enrolment**

The Principal or representative will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children. This will occur, during Kindergarten Orientation Day. Children may enrol in Kindergarten at the beginning of the school year 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.

## **Reviewed September 2019**

Paul Robinson, Principal (Relieving), Clemton Park Public School  
**Approving Officer**

Term 4, 2019  
**Implementation date**