

Seaham Public School Enrolment Policy

Updated—2020



LEGISLATIVE CONTEXT

The Education Reform Act 1990 required students between the ages of six and seventeen to be enrolled at a government or non-government school and to attend school on each day that instruction is provided. The [NSW DOE Enrolment Policy](#) contains updated information for parents about enrolment in NSW public schools.

This local enrolment policy is aligned with the [Enrolment of Students in NSW Government Schools](#) government policy page.

GENERAL ENROLMENT PRINCIPLES

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.

The Secretary, Department of Education designates local intake areas as developed by School Infrastructure NSW in consultation with the principal, school community and Director, Educational Leadership. The [School Finder tool](#) provides information about school intake areas to assist parents in determining their child's local school. The areas identified in School Finder are subject to change. Schools that are at or nearing their local enrolment buffer will use the following 100-point residential address check 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)	
1.1. Council rates notice	40
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	
2. Any of the following	20 each
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	
3. Any of the following documents	15 each
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 three months old	

Schools need to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it. The primary criteria for acceptance of non local enrolments will include the availability of appropriate staff and permanent classroom accommodation. No person will be discriminated against in enrolment on the grounds of their race, religion, gender, age, ethnicity, language background, disability, caring responsibilities, sexual orientation, transgender status and marital or domestic status.

ENROLMENT CAP

An enrolment cap for a school is established centrally, based on available permanent accommodation. Demountable classrooms are not counted towards the enrolment cap unless new or replacement accommodation is under construction. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local enrolments retained otherwise. The enrolment ceiling is also based on available permanent accommodation. There are therefore 7 permanent classrooms available for accommodation. This provides an enrolment ceiling of 161. This figure will be considered as flexible until the next review.

LOCAL ENROLMENT BUFFER

The enrolment buffer is determined by the reservation of student places per class level from Kindergarten to Year 6. The size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area.

The size of the local enrolment buffer is set locally by the principal and approved by the Director, Educational Leadership. It is reviewed annually and set in time for assessing applications for the following year's enrolment intake.

NSW DOE has recommended that once enrolments reach 151, no places can be offered to non-local enrolments.

REFUSAL OF ENROLMENT

The Principal may refuse enrolment of a student on the grounds of previously documented violent behaviour as defined in the Department of Education & Communities Suspension and Exclusion of Students Policy. If there is evidence that the student has not learned the appropriate skills to manage or improve this behaviour, or the necessary support can be gained and put in place for the student, then the enrolment can not proceed. A child on suspension will not be enrolled until the suspension made by the previous school has been resolved.

TRANSFER APPLICATIONS

The transfer of enrolment information between NSW Government schools is permitted by parental consent obtained on the enrolment application form. Principals can access enrolment information on the enrolment register. The parent of the student changing schools is required to update enrolment information. Information is required to be shared by principals of primary schools and secondary schools in accordance with additional implementation procedures which support enrolment such as the High school enrolment website. Such information is used by principals to make decisions about requirements for additional support such as development of learning and support strategies.

PLACEMENT PANEL

If the demand for non-local places exceeds availability, a placement panel will be established to consider and make recommendations on all non-local applications. The panel will consist of a quorum of the school representative and an executive member.

CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS

The following criteria will be applied equitably to all non-local applicants.

Siblings already enrolled in the school;

Proximity and access to school.

Medical reasons.

Safety and supervision of children before and/or after school.

Structure and organisation of the school.

Compassionate circumstances .

Recent change in local intake area boundaries.

WAITING LIST

A waiting list will be established if needed. Parents will be informed in writing if their child is to be placed on the waiting list.

APPEALS

Appeals against the panel's decision need to be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved at school level, the School Education Director will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

RESPONSIBILITIES OF THE PRINCIPAL

With regard to enrolment the Principal is responsible for:

- preparing an enrolment policy in consultation with the P & C;
- informing present and prospective members of the school community about facilities and opportunities;
- managing the school enrolments within the resources provided to the school;
- advising the School Education Director of enrolment trends in the school;
- maintaining accurate enrolment data.

RESPONSIBILITIES OF THE SCHOOL EDUCATION DIRECTOR

With regard to enrolment, the District School Education Director is responsible for:

- monitoring enrolment policies, procedures, numbers and ceilings at all district schools;
- making determinations for out of area placements which cannot be resolved at school level;
- monitoring school's local areas in collaboration with Principals, School Education Director of adjacent districts where appropriate) and the Director of Properties.

POLICY REVIEW

This enrolment policy will be reviewed annually by the Principal and the P & C.

Craig Partridge

Principal

Seaham Public School

Still Street, Seaham NSW, 2324
Phone: (02) 49886 234
Fax: (02) 49886 435
Email: seaham-p.school@det.nsw.edu.au
www.seaham-p.schools.nsw.edu.au



LIVE – LEARN – CARE

Principal: Craig Partridge Assistant Principals: James Eagleton - Deb Bowman (Rel)

NON-LOCAL PRIMARY SCHOOL PLACEMENT

INFORMATION FOR PARENTS

Please read carefully before completing this form

Parents may apply for the non-local enrolment of their child in schools of their choice in addition to their designated local school. Reasons choosing non-local placements may include;

- Siblings already enrolled in the school.
- Proximity and access to school.
- Medical reasons.
- Safety and supervision of children before and/or after school.
- Structure and organisation of the school.
- Compassionate circumstances .
- Recent change in local intake area boundaries.

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they request it.

The number of students a school may enroll is limited by the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodation of local children. To avoid disappointment, parents should check that there are places available in a school before applying.

Once a student enrolls in a non-local school, transfer to another non-local school will only be possible in exceptional circumstances. Transfer to the student's local school will be allowed if space is available. Parents can appeal against decisions regarding non-local placement.

FORWARD THIS FORM TO THE PRINCIPAL OF THE NON-LOCAL PRIMARY SCHOOL AT WHICH YOU ARE SEEKING PLACEMENT.

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A: STUDENT INFORMATION

Family Name: _____ Date of Birth: ____/____/____
Given Names: _____ Male [] Female []
Address: _____ Home Phone: _____
_____ Post Code: _____ Work Phone: _____
Parent/Guardian's Name: _____ Relationship to Student: _____
Present School: _____ Present Year/Grade (K-6) _____

B: NON-LOCAL SCHOOL PLACEMENT REQUEST

School Applied For: _____ Year/Grade: _____
Proposed Date of Enrolment: _____
Reasons for Application: _____

(Attach any further information that you feel may be relevant)

I have also applied for enrolment at the following non-local school _____

and at my local school _____

Parent/Guardian's Signature: _____ Date: _____

C: SCHOOL USE ONLY

Date Received: _____ Place Available: Yes / No Parent Advised On: _____

Notes: _____

