

# Matraville Public School

## Enrolment Guidelines

### Rationale

The *Enrolment of Students in NSW Government Schools* policy assists schools to meet their responsibilities under the Education Act 1990, which is in place to ensure that every student can enrol at their local school. The policy also communicates to staff and the community a transparent enrolment process. The Matraville Public School Enrolment Guidelines (2020) clarifies principles and procedures implemented by the school to meet its obligations in relation to the policy of the NSW Department of Education.

### General Principles

- 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 '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. For further information, please browse <https://my.education.nsw.gov.au/school-finder> or see Appendix 1: Matraville Public School Area Map.
- Changes to a local intake area may result in a family with a child/children currently enrolled and in attendance at Matraville Public School as local students consequently residing outside the local intake area. These families will retain the right to enrol siblings at the school. This does not apply to families with a child/children currently enrolled at the school as a non-local when the intake area was changed.
- A student can be enrolled at only one school at any given time.
- The requirements of Work Health and Safety will be considered before any student is enrolled. The school principal may decline or postpone the enrolment of a student on the basis of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour. A risk management plan will then be developed in conjunction with support services and a transition to school plan will be put in place to support the school and the student enrolling.
- Students identified as gifted and talented, who are aged 4 years or older at 31 January of the year of enrolment may only be enrolled in accordance with the High Potential and Gifted Education Policy. <https://education.nsw.gov.au/policy-library/policies/pd-2004-0051>
- Reasonable adjustments are made to enable students with disability to apply for enrolment on the same basis as students without a disability.
- Reasonable support is provided to enable students from language backgrounds other than English to apply for enrolment on the same basis as students from English speaking backgrounds.
- Parents are asked to provide documented evidence of a child's immunisation status on enrolment. Immunisation is not compulsory. However, in the event of an outbreak of a vaccine preventable disease, the Department of Health may require that unimmunised children remain at home for the duration of the outbreak.

## General Procedures

### Enrolment applications

- 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 enrol a child if they turn 5 years of age on or before 31 July in that year. An **Application to Enrol in a NSW Government School** is required to be completed. This form can be submitted at any time in the year preceding enrolment. The application can be downloaded from the NSW Department of Education website <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>
- Principals may seek additional information in determining if a student is a local enrolment.
- Schools require an Authority to Enrol for each temporary resident and/or international student enrolment. Browse <https://www.deinternational.nsw.edu.au> for further information.

### Non-local enrolment

- Parents seeking to enrol their child in a school other than their local public school should contact the non-local school to determine availability of places and selection criteria, if demand exceeds availability. The school will notify parents of the result of their application.
- The enrolment cap for Matraville Public School, based on available permanent accommodation is 393. Within the enrolment cap, enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. Hence, once school enrolments reach 354, places in the local enrolment buffer will not be offered to non-local students.
- Non-local enrolment applications will be considered by Matraville Public School when total school enrolment is below the buffer level.
- Except for enrolments at the commencement of the school year, non-local enrolments will only be accepted into classes with available places.
- If demand for non-local enrolment exceeds the number of available places below the enrolment buffer, an enrolment panel will consider and make decisions on non-local enrolment applications. A waiting list will be created for non-local students who are not offered enrolment. The waiting list will remain valid during the current intake period only.
- When needed, the enrolment panel at Matraville Public School will consist of:
  - Principal
  - Classroom teacher
  - P&C representative
- Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the Principal and sets out the grounds of the appeal.
- Priority will be given to siblings of currently enrolled students, where possible.

### Criteria that may be considered for non-local enrolment at Matraville Public School:

- siblings or family members already enrolled at the school
- compassionate or medical circumstances
- student safety and supervision before and after school
- proximity and access to the school
- special interests and abilities
- structure and organisation of the school
- size of the school
- programs offered

## Residential Address Check

Proof of address is required to establish a child's entitlement to enrol at Matraville Public School. Schools use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

- Principals are required to seek the approval of the Director, Educational Leadership, if they are considering waiving or varying the 100-point residential address check.

Document showing the full name of the child's parent	Points
<b>1. Only one of (i.e. no additional points for additional documents)</b> 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	<b>40</b>
<b>2. Any of the following</b> 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	<b>20 each</b>
<b>3. Any of the following documents</b> 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	<b>15 each</b>

\*up to three months old. \*\*that is current or has expired within the last 3 months.

- All documentation should be original and current. Photocopies will not be accepted.

## Enrolment Data

- Enrolment data is recorded about each enrolled student to comply with legislation, for administrative purposes and resourcing, accountability and reporting requirements.
- The Principal maintains a register of the enrolments at the school on the electronic enrolments register prescribed by the department. The register of enrolments includes the following student information:
  - name, date of birth and address;
  - name and contact telephone number of parent(s);
  - date of enrolment, leaving date and destination (where applicable);
  - previous school (where applicable);
  - any other information as required by the department or Minister;
  - The enrolment register is kept for State Archives.
- Information provided will be used to process applications for enrolment and associated purposes. The information will be stored securely. School staff will comply with records retention and disposal requirements.



# Appendix 2: Matraville Public School Application for non-Local Enrolment



## Application for Non-Local Enrolment

### A: STUDENT INFORMATION

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Mobile \_\_\_\_\_  
Parent/Carer Name \_\_\_\_\_  
Relationship to Student \_\_\_\_\_  
Current School \_\_\_\_\_ Current Year/Grade \_\_\_\_\_

### B: NON-LOCAL SCHOOL PLACEMENT REQUEST

Proposed scholastic year (K-6): \_\_\_\_\_ Proposed date for enrolment: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Please provide reasons for your application for non-local enrolment, based on the school's selection criteria, published at <https://matraville-p.schools.nsw.gov.au/about-our-school/enrolment.html> , and attach supporting documentation:

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Signature of parent/carers: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### C: SCHOOL USE ONLY

Date received: \_\_\_\_\_ Place available: YES / NO  
Parent advised on: \_\_\_\_\_  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
Signature of principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_