



North Rocks Public School

359 North Rocks Road
North Rocks NSW 2151

Phone 9871 1772

Email northrocks-p.school@det.nsw.edu.au

This enrolment policy has been developed with the agreement of the Principal and parents. It is reviewed each year by the placement panel.

1. Local Enrolment

A local enrolment is a student whose permanent residence is situated within the designated local enrolment area.

a) Applicants residing in the school's designated local area should, in the first instance, complete *Enrolment Inquiry* form and submit it directly to the front office. This form may be submitted to the school at any time throughout the course of the year. The school will contact parents to arrange an interview prior to enrolment. The form *Application to enrol in a NSW government* will be provided at interview by the school and must be completed prior to commencement.

b) The school will seek evidence demonstrating local residential status. Documents which confirm the applicant's home address must be in the family name, for the current residential address and must be originals or certified true copies. The documents must add up to 100 points. Details are included below. Applicants who do not have the threshold of residential proof documentation required will be considered on an individual basis.

c) Guardianship arrangements for enrolling students will need to be confirmed with the school by appropriate documentation.

2. Non Local Enrolment

A non-local enrolment is a student whose permanent residence is beyond the designated local enrolment area. Parents or caregivers living outside the school's designated local area may apply to enrol their child(ren) at the school.

a) Places for non-local applicants will be considered in the light of whole school and each academic year's enrolment figures, given:

- i) the number of teaching spaces available, and
- ii) that sufficient buffers be left to accommodate possible new local enrolments throughout the school year

b) Non local applicants should complete and submit the *Enrolment Inquiry* form available from the school's website. Applications should be sent to the front office.

c) Non-local enrolment applications will be considered with reference to each applicant's residential address and the following criteria:

- o compassionate circumstances

- o sibling of a child currently enrolled at North Rocks Public School.

Please note: Satisfying one or more of the above criteria does not guarantee enrolment. Offers of enrolment to non-local applicants may only be made when places are available. Having a sibling enrolled does not automatically guarantee enrolment. Non-local enrolments will be required to comply with the school's starting times, i.e. 8.50, as such, distance from school of residential address will be considered in the decision-making process.

Reviewed 2017

d) Non local applicants who are made offers of enrolment will be required to complete and submit the form *Application to enrol in a NSW Government School* prior to their enrolment being finalised and commencement of attendance at school.

e) Under the Department's enhanced enrolment procedures, the principal must have available to them, prior to enrolment procedures being completed, information that is relevant to an assessment of whether or not the prospective student should be enrolled at our school at that time, and information to support transition and education. In order to facilitate this, the school will request information from current or previous school of a prospective student. Request for student background information and/or advice from school counsellors will result in delays in enrolment or commencement of attendance that are beyond the control of North Rocks.

f) Non local applicants who are made offers of enrolment will be required to complete and submit the form *Application to enrol in a NSW Government School* prior to their enrolment being finalised and commencement of attendance at school.

3. Proof of Citizenship/Temporary Residents

Visa Status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit). Passport and Visa checks are to be made for students who are either not Australian citizens or residents. Photocopies of these records are to be filed with pupil record cards. The student may be enrolled if he/she fits one of the following criteria:

- a permanent resident of Australia
- a New Zealand citizen
- a Norfolk Island permanent resident
- a temporary resident of Australia
- a dependent child of an International student
- a holder of a special purpose visa

4. Enrolment of students with Special Needs

Parents who believe their child may have special needs should request a meeting with the Learning and Support teacher to assist the school with appropriate planning after the enrolment interview with the Deputy Principal.

5. Enrolment in the Support Unit

Enrolment in the Support Unit will be through application to Regional Office via the student's home school. Students placed in the support Unit remain enrolled in their home school.

6. Appeals

Any appeal regarding process should be directed to the Principal. Further appeal may be made to the Director, Public Schools.



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Guidelines:

- ◆ All documents **MUST** be in the name of the enrolling parent / carer
- ◆ At least **ONE Category A** and **ONE Category B** documents are required
- ◆ All documents must be current (dated within the last three months)

Document	Points Value	Points Scored
**CATEGORY A <ul style="list-style-type: none"> • Contract of Purchase of Residential Property • Property Lease Agreement (Registered Real Estate Agent minimum twelve months) with signed Privacy Release form for confirmation • Council Rates Notice 	50 points [SELECT ONE ONLY]	<input type="checkbox"/>
**CATEGORY A <ul style="list-style-type: none"> • Utility Bill, maximum of two, showing current usage e.g. Water ; Gas ; Electricity • Property Lease Agreement of LESS THAN twelve months duration, (Registered Real Estate Agent minimum twelve months) with signed Privacy Release form for confirmation 	30 points [ONE OR MORE]	<input type="checkbox"/>
*CATEGORY B <ul style="list-style-type: none"> • Telephone / Mobile / Internet bills • Australian Tax Office / PAYG summary • Electoral Roll Registration • Bank Statement (maximum of one) • Superannuation Statement • Insurance includes Property / Car / Health or Life • Proof of Employment / Payslip with address • Utilities Agreement Schedules 	10 points [ONE OR MORE]	<input type="checkbox"/>
*CATEGORY C <ul style="list-style-type: none"> • Private Rental Agreement or failure to provide consent for release of information without Privacy Release form • Statutory Declaration from the owner 	5 points [ONE OR MORE]	<input type="checkbox"/>

LEGAL BULLETIN

ENROLMENT OF STUDENTS IN GOVERNMENT SCHOOLS

What documentation can I rely on to establish that a prospective student is a "local enrolment"?

Principals can seek any information they consider to be of assistance in determining this issue. Such evidence may include council rate notices, accounts for electricity, gas or water, telephone bills, lease documents or electoral enrolment confirmation.

Can I insist on the provision of more than one document to establish a person's address?

Yes, if you believe there are reasonable doubts about the true residential address of the prospective student.

What do I do if the person claims they are living with someone but are not in a position to provide a copy of any of the usual range of notices or accounts? OR, the enrolment application indicates the student is living at an address which is different from the parents?

Sometimes people state they are living with others in circumstances where there are no formal lease arrangements in place. In these situations, principals can ask the prospective student/parents for a statutory declaration in which the person confirms his or her residential address and that it is to be his or her place of residence during the school year.

Principals can also ask the parents and or student for a statutory declaration from the "landlord" confirming the arrangements that are in place and his or her understanding the person intends to reside there during the school year.

So long as the principal is satisfied the information being provided is correct, the student's place of residence is his or her "home" for the purposes of enrolment.

If someone provides information about where they live which subsequently proves to be false, can the enrolment be terminated?

The Application to Enrol in a NSW Government School (2nd edition) requires the applicant to declare the information provided is correct. It also makes it clear the provision of false information can result in the enrolment being reversed. Any decision to reverse an enrolment needs to take into account the specific circumstances of the matter.

This includes determining if the student was an "out of area enrolment" and whether acceptance of the enrolment application has resulted in the student gaining entry at the expense of other prospective students who may be on a waiting list. Any decision to reverse an enrolment in these circumstances should only be made with the approval of the relevant Regional Director.

Do any legal ramifications arise if a person provides false information in order to gain enrolment in a particular school?

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.

If the enrolling parents refuse to provide me with information that I require to satisfy myself of the address or age or both of the prospective student, can I decline the enrolment?

Yes but before formally declining the enrolment application, you should consult with and seek the approval of your School Education Director to confirm.

Can a student be enrolled in two schools at the same time?

There is nothing in the Education Act which prevents a student from being enrolled at two schools at the same time. If it is necessary for a student who is enrolled in a government school to temporarily attend another government school, the principal of the second school should, in accordance with the policy, utilise the provisions of the short term attendance procedures.