

# NICHOLSON STREET PUBLIC SCHOOL

Nicholson Street EAST BALMAIN 2041

T: (02) 9810 2863 F: (02) 9555 7378

E: nicholson-p.school@det.nsw.edu.au

W: nicholson-p.schools.nsw.gov.au



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## Nicholson St Public School Enrolment Policy

Students are enrolled at Nicholson St Public School in accordance with the guidelines of the NSW Department of Education. This policy is to be read in conjunction with the DoE Enrolment of Students in NSW Government Schools located at [www.det.nsw.edu.au](http://www.det.nsw.edu.au).

### Rationale

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. The intake area of Nicholson St Public School has been determined following consultation between the Department of Education, Properties Directorate and School Education Director. A map of the intake area has been included in this policy. Non-local enrolments will only be considered where a vacancy exists within the relevant grade. No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements. In the context of the above provisions and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

### Local Enrolment

A student is entitled to enrol at Nicholson St Public School if:

- The child's home is situated within the designated intake area. Proof of residence is required to substantiate the application. The school requests that documents be provided. Documents that satisfy this requirement include rate notices, rental/lease agreements or utilities accounts. Documentation must be in the parent/s name and documents will be confirmed by the school.
- The child is eligible to attend school. Children may enrol at the beginning of Kindergarten 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. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.

### Non-local enrolments

Nicholson St Public School must ensure that there are sufficient places for eligible local children. Where spare permanent accommodation exists, non-local placements must not generate demand for extra staff or create disruption to school routine.

### Placement Panel

The Nicholson St Placement Panel has been established to consider applications for non-local enrolment. Membership of this panel is the Principal, a staff representative (an executive is preferable) and a parent nominated by the P&C. The panel is to be chaired by the Principal. Only those applications presented in writing will be considered.

Oral applications or other submissions will not be considered. The placement panel must limit recommendations to the terms of this policy.



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## Criteria for Non-local enrolment

- (A)** Acceptance of the enrolment will not create the need for additional staff and accommodation under any circumstances.
- (B)** If criterion (A) is met, the following could permit acceptance of an application:
- a. Older siblings still enrolled at NSPS but family has moved out of the enrolment area.
  - b. Siblings are already enrolled at NSPS.
  - c. Siblings used to attend NSPS.
  - d. Proximity and access to NSPS.
  - e. Before and after school care arrangements.
  - f. Special interests and abilities (for example Music or Language classes)
  - g. Substantial student welfare reasons.
  - h. Extreme compassionate circumstances.
  - i. Extreme medical reasons.
  - j. Other exceptional circumstances.

The placement panel should record all decisions and maintain minutes of the meetings. These are to be made available on request to the School Education Director. Parents are informed, in writing, of the panel's decision.

## Priority Lists

A priority list will be established for non-local applications. The enrolment committee will determine the priority of each application. The priority order will be reviewed periodically. Parents will be informed in writing before the end of Week 2 Term 4 if a place is available for their child in the following year.

## Appeals

Appeals are to be dealt with in the first instance by the school. The appeal should be made in writing to the Principal. Where the appeal is not resolved at the school level, the Principal will request the School Education Director to consider the matter. All documentation relating to the school's decision must be forwarded to the School Education Director. The School Education Director's determination will be based on whether the stated criteria in the school's policy have been fairly applied.

Sue Ross  
R/Principal  
21 December 2018



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