

## Enrolment Procedures

### Aim:

To ensure all NSW Department of Education (DoE) regulations and procedures concerning placements are followed.

### Enrolment

Children may enrol in Kindergarten if they turn five (5) on or before July 31 of the year of enrolment. Student documents needed for enrolment include the sighting of the original:

- **Birth Certificate**
- **Up to date Immunisation Certificate**
- **Residential address (100 point check)**
- **Appropriate Visa Requirements**

Parents are encouraged to complete an enrolment form as early as possible in the year prior to the commencement of school. A student is enrolled when an application to enrol is certified as accepted by the principal and the student is placed on the enrolment register of a school.

The enrolment process is online. Parents are encouraged to use the online Student Enrolment Application for both in area and out of area enrolments. This can be found at <https://melrosepk-p.schools.nsw.gov.au/about-our-school/enrolment.html>

The DoE sets the number of students the school can enrol (enrolment cap) and the number of enrolment places that must be set aside for the enrolment of local students arriving throughout the year (enrolment buffer). These places cannot be offered to out-of-area students unless there are exceptional circumstances.

### Local Area Enrolments

Melrose Park Public School's designated local area is determined by the Department of Education. A student is entitled to enrol at Melrose Park Public School if their home is within the school's local intake area.

The boundary of our catchment area can be found online at: <https://schoolfinder.education.nsw.gov.au/>.

Enrolling families are required to complete the 100 point residential address check to confirm they live within the school’s designated intake area. These may include:

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ol style="list-style-type: none"> <li>1.1. Council rates notice</li> <li>1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt</li> <li>1.3. Exchanged contract of sale with settlement to occur within the applicable school year</li> </ol>	40
2. Any of the following <ol style="list-style-type: none"> <li>2.1. Private rental agreement for a period of at least 6 months</li> <li>2.2. Centrelink payment statement showing home address</li> <li>2.3. Electoral roll statement</li> </ol>	20 each
3. Any of the following documents <ol style="list-style-type: none"> <li>3.1. Electricity or gas bill showing the service address*</li> <li>3.2. Water bill showing the service address*</li> <li>3.3. Telephone or internet bill showing the service address*</li> <li>3.4. Drivers licence or government issued ID showing home address*</li> <li>3.5. Home building or home contents insurance showing the service address</li> <li>3.6. Motor vehicle registration or compulsory third party insurance policy showing home address</li> <li>3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this</li> </ol>	15 each

\* up to three months old

When enrolling a student, the school determines if there is a need to provide additional support for the student, including assessment of:

- health, safety, and other risks arising from the student’s past behaviour;
- any disclosed wellbeing needs of the student
- any adjustments for students with a disability
- any history of unsatisfactory attendance (when the student has been enrolled in another school)
- any disclosed health needs including whether or not the student has previously required an emergency response
- any disclosed learning needs and other special circumstances (such as whether the student was bullied at a previous school).

In accordance with anti-discrimination legislation, no student will be discriminated against including on the grounds of their race, religion, gender, age, ethnicity, language background, disability, caring responsibilities, sexual orientation, transgender status and marital or domestic status, when enrolling in NSW Government schools.

### Early Enrolment of Gifted and Talented Students

A student who is intellectually gifted and talented may be considered for early enrolment. Before enrolment, a comprehensive evaluation of the child will be carried out by the school, school counsellor and outside agency referral. To allow the process to occur all enrolments should be made prior to the end of Term 3 in the preceding year.

## **Enrolment of Children with additional needs**

In line with the Department of Education Integration Policy and Disabilities Standards, the Department provides a range of enrolment and support options for children with disability or additional learning needs.

The school is committed to the inclusion of students with diverse learning needs. Prior to enrolment the school will need to establish its capacity to meet a child's needs. Students with additional needs wishing to be enrolled in classes at Melrose Park PS will be enrolled after due processes have been completed and approval from District Office has been given in writing.

Processes include:

- Meeting with the principal and counsellor
- Providing all professional assessments and reports prior to enrolment
- Providing information about prior educational history
- Seeking approval to request more information to support student need
- Contact with Student/ Wellbeing consultant in the Department of Education for support

## **Enrolment of Non-Australian citizens**

Students from overseas must hold a valid visa. Enrolment must be processed through the Department's Temporary Visa Holders Unit or International Students Unit. Students will not be enrolled until such time as there is an 'Authority to Enrol' issued to the school by the DoE.

## **Out-of-area Enrolments**

Our school has reached its enrolment cap. As per the department's policy, we consider out-of-area applications with exceptional circumstances.

In line with Departmental policy, MPPS has developed out-of-area assessment priorities for exceptional circumstances and established an enrolment panel to consider and make decisions on all applications.

Exceptional circumstances for accepting out-of-area enrolments at Melrose Park Public School will be:

- Priority 1: Siblings already enrolled at the school
- Priority 2: Compassionate grounds and family support structures

## Enrolment Panel

- The enrolment panel consists of a teaching staff member, an administration staff member and a member of the school community.
- Out-of-area enrolment applications are accepted prior to the year of the proposed enrolment.

## Appeals

- The decision to enrol a student is the responsibility of the Principal.
- Parents/carers may request a written response outlining reasons should their child not be accepted for enrolment at Melrose Park Public School.
- All appeals regarding out-of-area enrolment should be directed in writing to the principal of Melrose Park Public School.
- The principal will review the application to determine if the non-local enrolment criteria has been applied equitably. The principal will make a determination. Parents/carers will be informed in writing of the outcome of their appeal.
- If an appeal not to enrol a child is upheld, and parents/carers choose to take the matter further, they write to the Director, Educational Leadership.
- This is the final level of the appeal process.

## Transfers between schools

Transfers from neighbouring schools are assessed on a case-by-case basis under exceptional circumstances based on the best needs of the student, school, the student mix and the availability of places. Enrolments will only be accepted after discussion and agreement between principals of both schools that the transfer is in the best interest of the student. The Principal will make the decision based on whole-school needs.

**Review Period: Yearly**

**Next review: June 2025**