



**HILLTOP ROAD  
PUBLIC SCHOOL**

Hilltop Road  
Merrylands NSW 2160  
phone (02) 9635 7722  
fax (02) 9687 1421

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## **HOW TO ENROL (Draft)**

This document is an implementation guide for Enrolment of Students in NSW Government Schools.

### **1. Purpose**

This document provides information for the community on the requirements and procedures for enrolling students at Hilltop Road Public School.

### **2. Scope of Implementation Guide**

The decision to enrol a student is incumbent upon the Principal in accordance with the NSW Department of Education, Enrolment of Students in Government Schools: A Summary and Consolidation of Policy and the requirements of the Education Act 1990. This guide describes the requirements and procedures for all parents and carers wishing to enrol students at Hilltop Road Public School from Kindergarten to Year 6.

### **3. Principles**

#### **3.1 Designated Local Area**

The Secretary of the Department of Education designates local intake areas as developed by the department in consultation with the principal, school community and Director, Educational Leadership. The School Finder tool

<https://education.nsw.gov.au/school-finder> provides information about the school intake area to assist in determining local enrolment areas. The areas identified in School Finder will be reviewed periodically and may be amended. If families move out of Hilltop Road Public School catchment area it is recommended families seek enrolment in their local school.

#### **3.2 Enrolment cap**

An enrolment cap for a school is established centrally, based on available permanent accommodation. Demountable classrooms are not usually 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.

#### **3.3 Enrolment Buffer**

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. 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. Places in the local enrolment buffer are not to be offered to non-local students.

### **4. Managing Enrolments in Schools**

A child is entitled to enrol at any government school if they are eligible and the school can accommodate the child.



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### 4.1 In-Area Enrolments

An in-area enrolment is a student whose permanent residence is situated within the designated local area. Please refer to the Department of Education School Finder tool located at: <https://education.nsw.gov.au/school-finder>. A copy is also available at the school office.

### 4.2 Enrolment Applications

Parents may seek to enrol their child directly at their local public school by completing the Application to enrol in a NSW Government school form. Principals can seek information they consider to be of assistance in determining if a student is a local enrolment. Hilltop Road Public School requires all enrolments to request an enrolment appointment with the administration office before processing enrolment applications.

### 4.3 Kindergarten Enrolments

Children may enrol in Kindergarten at the beginning of the school year if they turn 5 years of age on or before 31st July of that year.

### 4.4 Enrolment Documentation

The Application to enrol in a NSW Government school form may be submitted to the school at any time throughout the course of the year with copies of your child's birth certificate or passport if your child was born overseas and up to date immunisation record.

### 4.5 Residential address check

The school will seek evidence demonstrating local permanent residence status through the provision of current original documents. 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.

Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check requirements when assessing a child's entitlement to enrol at the school. If this is to occur, principals are required to seek the approval of the Director, Educational Leadership.

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 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	40
2. Any of the following 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	20 each
3. Any of the following documents 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	15 each

\* up to three months old



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### 4.6 Out-of-Area Enrolments

An out-of-area enrolment is a student whose permanent residence is beyond the designated local area. Parents or caregivers living outside the schools designated local area may apply to enrol their child at the school. The out-of-area enrolment application form is developed by the school and requires the applicant to address the selection criteria and provide supporting documentation. A copy of the out-of-area application is available from Hilltop Road Public School administration office.

Out-of-area enrolment applications are considered by schools that can accommodate the child. In determining whether the school can accommodate a child the principal considers:

- the child's age and gender
- the type of school
- the financial and other resources of the school, and
- the existing number of classrooms and other facilities at the school.

Out-of-area enrolment applications will be considered with reference to each applicant's residential address and the following criteria:

- Compassionate circumstances
- Siblings of a child currently enrolled

Please note: Satisfying one or more of these criteria does not guarantee enrolment. An offer of enrolment will be made to out-of-area enrolments if places are available.

Out-of-area enrolments should complete and submit the applicant for out-of-area enrolment at the end of this document (Appendix A). Applicants should be addressed to the Principal for consideration by the placement panel. Out-of-area 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.

### 4.7 Temporary residents

Temporary residents must submit an application to the Temporary Residents Program to enrol in a NSW Government school. Temporary residents may be enrolled at a school if the school can accommodate the enrolment. If a school is at capacity, temporary residents must be referred to the next available school/s with capacity.

### 4.8 Enrolment Panel

The composition of the enrolment panel is determined locally and will consist of one executive staff member to chair the panel and at least one teaching staff member nominated by the principal and one school community member nominated by the school's parent organisation.

It is preferable that the principal is not the chair or the executive member on the panel so that appeals in the first instance can be considered by the principal.



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The panel considers non-local enrolment applications in a timely manner. In considering applications, the panel assesses only the information and supporting documentation presented on the non-local enrolment application form, available from the school.

The decision made by the panel must take into account the enrolment cap and the buffer retained for local students arriving later in the year. The panel records all decisions and keeps minutes of meetings which are to be available on request by the principal and Director, Educational Leadership.

The chairperson ensures that the established criteria are applied equitably to all applicants. The school will notify parents of the

### **4.9 Waiting list**

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies.

### **4.10 Appeals**

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. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the principal is not on the enrolment panel, the principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership.

The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.



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## Out-of-Area Enrolment Application

### A: Student Information

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Family Name ..... Date of Birth...../...../.....  
 Given Names ..... Male  Female  (tick one)  
 Address .....  
 Home Phone ..... Work Phone.....  
 Parent/Guardian's Name.....  
 Relationship to student .....  
 Present School .....  
 Present Year/ Grade (K to 6) .....

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### B: Out-of-Area Enrolment Request

School applied for .....  
 Year/Grade.....  
 Proposed date of enrolment ...../...../.....

REASONS FOR APPLICATION.....  
 .....  
 .....  
 .....

I have also applied for enrolment at the following school and at my local school Y / N

Parent/ Guardian's Signature ..... Date ...../...../.....

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**SCHOOL USE ONLY** Date received ...../...../.....

Place Available? Yes / No Parent advised on ...../...../.....