



Enrolment Procedures

Updated August 2020

Our school enrolment policy is based on information from the NSW Department of Education.

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment/primary-school-enrolment>

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/enrolment-application>

<https://policies.education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/enrolment-policy>

Students will achieve their educational best and increase their career and life options through regular attendance at school. In NSW, all children from the age of 6 are legally required to attend school or be registered for home schooling. All students must complete Year 10, or its equivalent. Young people below the age of 17 must be:

- in school, or registered for home schooling
- in approved education or training, such as a traineeship, apprenticeship or TAFE
- in full-time paid employment (average 25 hours a week)
- in a combination of work, education and/or training.

All children must be in compulsory schooling by their 6th birthday.

Children can start Kindergarten at the beginning of the school year if they turn 5 on or before 31 July that year.

Students should start school at the beginning of the school year.

Enrolment areas

NSW public schools have specific local enrolment areas. These areas are determined by the Department of Education. Students enrol in public schools based on their home address. All public schools ensure there are enough places for students in their local enrolment area. Schools may accept enrolments from outside their area if places are available.

Although preferable, designated local schools may not always be the closest public school to your home. Schools work with their local community to provide advice on public transport availability.

Enrolment of Students in NSW Government Schools sets out the entitlements and requirements for enrolment in public schools in NSW. School principals can also help with enrolment inquiries throughout the year.

Research NSW public schools using the School Finder tool.



<https://education.nsw.gov.au/school-finder>

General principles

- Epping Heights Public School, like all public schools, has a designated drawing area.
- Boundaries for the drawing area for local schools are set by the Department of Education.
- Parents are entitled to enrol their child at their local school.
- Kindergarten enrolments will only be accepted from Term 3 to ensure the student will be local to the school at the time of enrolment.
- Parents may seek to enrol their child in a Non-Local school of their choice by completing a non-local enrolment application outlining their reasons. This application will be considered by the Enrolment committee and the applicant will be notified in writing.
- International fee paying students may apply for enrolment. Their applications must be made using the NSW Government Schools International Students Application Form through the International Students Centre. The Centre is responsible for the verification of status of these students. Applications are subject to Principal approval.

Enrolment documentation

We require the following **original** documentation for all enrolments:

- Birth certificate
- Passport and visa (if applicable)
- Completed Application for Authority to Enrol from the Temporary Visa Unit (if applicable)
- Immunisation history statement or 'e-health record' from Australian.

To certify the student's address, the school will seek the following **current (at least 6 months into the school year)** documents: - **total value = 100 points**

List A (<i>only one of these = 40 points</i>)	List B (<i>any of the following</i>)
<ul style="list-style-type: none">• Council rates notice• Lease agreement through a registered real estate agent for a period of at least 6 months in the applicable school year OR rental bond receipt• Exchanged contract of sale with settlement to occur within the applicable school year	<ul style="list-style-type: none">• Private rental agreement for a period of at least 6 months in the applicable school year - <i>20 points</i>• Centrelink payment showing home address - <i>20 points</i>• Electoral roll statement - <i>20 points</i>• Electricity or gas bill (up to 3 months old) - <i>15 points</i>• Water bill (up to 3 months old) - <i>15 points</i>• Phone or internet bill (up to 3 months old) - <i>15 points</i>• Current drivers licence or government issued ID showing home address - <i>15 points</i>• Home building or home contents insurance - <i>15 points</i>• Motor vehicle registration or compulsory third party insurance policy - <i>15 points</i>• Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this - <i>15 points</i>

Documents must show the name and street address of the child's parent/carer.

Further documentation may be requested at the discretion of the Principal.

If the parents were born overseas, we will also ask you to provide parents' passports and visas.

Where possible both parents must sign the enrolment application form.

In cases where there are family court papers, an appointment must be made with the Principal to discuss enrolment and legal documentation must be provided.

Providing false or misleading information

Giving false or misleading information is a serious offence. In the event that the statement made in the documents submitted to form the Application for Enrolment prove to be false or misleading then any decision may be reversed. Section 307B of the Crimes Act 1900 provides a penalty for such an offence of up to 2 years imprisonment or a fine of \$22,000 or both.

Providing a false Statutory Declaration for the purpose of gaining entry to a school will earn a penalty of 7 years imprisonment –section 25A of the Oaths Act 1900.

Enrolment procedures for local students

1. Ensure we are your local school by using the school finder. You may wish to call our office on 029876 2791 to confirm.
2. Contact the school office between 9:30a.m - 2:30p.m to request an enrolment form ([Application to enrol](#)) and make an appointment to bring the required documentation.
3. Attend the school office with the required documentation and make an appointment with the Principal for an enrolment interview. You may be asked to provide medical information and health care plans at this time.

Note: This is a good time to tell the principal of any special circumstances, allergies, health or medical conditions before your child starts school. The school may complete a risk assessment.

Out-of-area/ Non-local enrolments

Parents may seek to enrol their child in a Non-Local school of their choice by completing a non-local enrolment application (see Appendix A- [Non Local Application Form](#)) outlining their reasons. This application will be considered by the Enrolment Committee and the applicant will be notified in writing.

When reviewing applications for non-local siblings, age of the closest sibling will be considered.

<https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/changes-to-the-enrolment-policy-for-parents.pdf>

Enrolment Committee

The Enrolment Committee will meet usually once a term, unless otherwise required. It will consist of a member of the School Executive, School Administration team member, staff representative and parent representative.

Recommendations by the enrolment committee will be sent to the Principal.

Appeals against the decision of the enrolment committee should be submitted in writing to the Principal for consideration.

Final decisions regarding non-local enrolments are decided by the Director Educational Leadership.

