



# CARRINGTON PUBLIC SCHOOL

## ENROLMENT PROCEDURES

Current at 13 September 2022

The following enrolment procedures outline Carrington Public School's process for local and non-local enrolment in accordance with the *Enrolment of students in NSW Government school policy*.

The Education Reform Act 1990 requires students between the ages of six and fifteen to be enrolled at a government or non-government school, and to attend school on each day that instruction is provided.

- Children are entitled to enrol at Carrington Public School if their home is within our school's local intake area, and they are eligible to enrol.
- The Principal requires proof of address, to their satisfaction, in order to establish a child's entitlement to enrol in the school.
- No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability or sexual preference.

### Local Enrolments

The Department of Education designates local intake areas. The School Finder tool (<https://education.nsw.gov.au/school-finder>) provides information about school intake areas to assist parents in determining their child's local school.

Carrington Public School requires proof of address in order to establish a child's entitlement to enrol in the school, including siblings of existing students. Along with a completed *Application to enrol in a NSW Government school*, evidence (accruing 100 points) of living in our intake area needs to be provided.

Documents showing the full name of the child's parent	Points
<b>Only one of the following (ie no additional points for additional documents)</b> 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
<b>Any of the following</b> 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
<b>Any of the following documents</b> 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. * up to three months old	15 each



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## **Non-local Enrolments**

Non-local enrolment applications will only be considered if the school can accommodate the student within current or planned class structure. All applications must include the *Application to enrol in a NSW Government school* and a non-local enrolment application form (available on request from the school). No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements.

## **Criteria for Non-local Enrolment Applications**

- Siblings already enrolled at the school
- Proximity and access to school
- Structure and organisation of the school

## **Enrolment Placement Panel**

When the demand for non-local places exceeds availability, the school will establish a placement panel to consider all non-local applications. The placement panel will be comprised of a school executive, a staff member and a school community member, nominated by the P&C. The school will notify parents of the result of their application.

## **Appeals**

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is to be made in writing to the principal and set out the grounds of the appeal. The purpose of the appeal is to determine whether the stated criteria have been applied equitably.

## **Waiting Lists**

A waiting list may be created for non-local students who are not offered enrolment.

## **Review**

The procedures are reviewed by the school community, staff and Principal annually.

James McGill  
Principal