



EPPING PUBLIC SCHOOL

Opportunity, Excellence, Success

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Epping Public School Enrolment Procedures

This enrolment policy has been developed in consultation and agreement with the Principal, Parents and Citizens Association and Director, Educational Leadership, Gordon Network. The procedures have been formulated based on the current Department of Education Policy document, *Enrolment of Students in Government Schools (Last updated 20 October 2022)*.

Students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. All families outside the designated enrolment area must make a non-local enrolment application. Non-local enrolments will only be considered where a vacancy exists in a relevant year group. No additional accommodation will be provided to cater for increased enrolments due to non-local placements. **The school is currently full to capacity.**

Local Enrolments

All local area enrolments are completed online at [Online Enrolments](#). Entitlement to enrol at Epping Public School must meet the following criteria:

- Students must reside within the local enrolment intake area and that the child is eligible to attend. The current catchment areas for Department of Education schools can be found at <https://schoolfinder.education.nsw.gov.au/>.
- Students possess the required documentary evidence that proves their permanent residence is located within the designated local enrolment intake area.
- All new enrolments must provide proof of residency through the documentary evidence required by this school. We request a 12 month residential agreement as proof of residential address. The school will seek evidence demonstrating local residence status through the provision of current original documents. It is the school's expectation that families demonstrate a commitment to a local area residence through property ownership or tenancy agreement of 12 months or more. Six month private residential tenancy agreements will not be accepted.
- Children may enrol at the beginning of Kindergarten if they turn five years of age on or before 31 July in the year of enrolment. 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.
- All parents enrolling children must produce proof of immunisation status from Medicare.
- An interview with the Principal or delegated member of staff will be held with all new enrolments. A form will be completed during the interview to determine any special needs including EAL/D and funding support for students with a disability.
- Temporary residents and International students must submit an application to the DE International to enrol in a NSW Government school in accordance with the *Enrolment of Non-Australian Citizens - Procedures and Eligibility*. Temporary residents may be enrolled at a

school if the school can accommodate the enrolment. If the school is at capacity, temporary residents will be referred to the next available school with capacity. Epping Public School is full to capacity. We are therefore unable to enrol any International students or temporary residents.

Enrolment is based on the fact the parent has declared in the enrolment form that their child resides permanently in the school's designated enrolment area. The enrolment is conditional and is offered based on the residential details provided which indicates the student resides in the designated enrolment intake area. Due to the pressures of significantly increased enrolments, school infrastructure at capacity and the requirement to retain spaces for local students, the school is not able to enrol students residing outside our designated enrolment intake area.

Enrolment Documentation

The following original documents must be submitted along with the 'Application to Enrol' form:

Proof of the student's identity

1. Australian birth certificate OR current passport.
 - If your child was born in Australia, but parents were born overseas please provide the parents' current passports with proof of residency and/or visa papers.
 - If your child was born overseas, please provide his/her passport with proof of residency and/or visa papers and both parents' current passports with proof of residency or visa papers.
2. Immunisation certificate from Medicare.

Proof of student's residential address

A number of required proofs of address are required. Enrolment documentation will need to be submitted prior to the enrolment interview and will include the following:

1. A completed 'Application to Enrol in a NSW Government School'.
2. The following original documents must be submitted

Documents that confirm your home address within our enrolment intake area:

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"> 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 12 months or rental board bond receipt 	40
2. Any of the following <ol style="list-style-type: none"> 2.1. Private rental agreement for a period of at least 12 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement 	20 each

<p>3. Any of the following documents</p> <p>3.1. Electricity or gas bill showing the service address</p> <p>3.2. Water bill showing the service address</p> <p>3.3. Telephone or internet bill showing the service address</p> <p>3.4. Drivers licence or government issued ID showing home address</p> <p>3.5. Home building or home contents insurance showing the service address</p> <p>3.6. Motor vehicle registration or compulsory third party insurance policy showing home address</p> <p>3.7. Statutory declaration stating the child’s residential address, how long they have lived there, and any supporting information or documentation of this</p>	<p>15 each</p>
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3. Documents that confirm medical conditions and medication experienced by the student and a current medical plan from a Specialist or General Practitioner:

- This includes Anaphylaxis, Asthma, Allergies and all serious medical conditions. The Department of Education requires all parents to provide full disclosure of all medical conditions. Serious medical conditions and appropriate documentation may require contact with the Head Teacher Welfare to discuss support.
- Individual health care plans should include the individual health care plan cover sheet <https://education.nsw.gov.au/wellbeing-and-learning/health-and-physical-care/health-care-procedures/individual-planning#Individual1>

4. Family Court Orders and/or Parental Plan if applicable:

- Details must be in writing of private family arrangements. This is required for all joint custody arrangements.

Non-Local Enrolments

A non-local enrolment is a student whose family’s residence is outside of the designated local enrolment intake area.

Places for non-local applicants will be considered in light of the whole school and each academic year’s enrolment numbers which can vary for different year groups, given:

1. The number of permanent teaching spaces available;
(Please note: no additional accommodation – permanent or demountable – will be provided to the school to cater for increased enrolments resulting from non-local placements); and
2. That a sufficient enrolment buffer, determined by the Principal, be left to accommodate possible new local enrolments arriving throughout the school year.

An Enrolment Panel, consisting of staff members and President of the P&C (or delegates), considers and makes recommendations on all non-local enrolment applications. The criteria are consistent with the general principles governing enrolment in NSW government schools. The decisions made by the Enrolment Panel are made within the context of the buffer to be retained for local students arriving later in the year.

Criterion for non-local enrolment applications is considered by the Enrolment Panel in the following priority order:

1. Siblings of students already enrolled in the school.
2. Compassionate circumstances of a serious nature.
3. Medical reasons requiring the facilities of this school.

Please note: Satisfying one or more of the above criteria does not guarantee enrolment. Offers of enrolment to non-local applicants will only be made when places are available.

Please note: Incomplete submissions will not be reviewed until all information has been provided. Expression of Interest form and documentation will be reviewed by the Enrolment Panel/Staff, and the applicant will be contacted once a decision has been made.

Due to the pressures of significantly increased enrolments, school infrastructure at capacity and the requirement to retain spaces for local students, the school is unlikely able to enrol students residing outside our designated drawing area.

You must include all relevant details concerning the reasons for seeking a non-local enrolment. You may wish to include copies of support material.

The school will notify you of the results of your application. If successful, all non-local enrolment applications must supply the same documentation as local enrolments.

Appeals

Where a parent or carer wishes to appeal against the decision of the school's Enrolment Panel, the appeal should be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved, the Director Education Leadership will consider the appeal and make a determination. They will consult with the Principal and the school community, as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Temporary Visa Holders

Please contact **1300 300 229**. Epping Public School is **currently unable to accept students on temporary resident visas.**

International Students

Please contact the International Student Centre (ISC) on **1300 302 456**. Epping Public School is **currently unable to accept International Students on a student visa.**

This policy has been reviewed and endorsed by the Epping Public School Parents and Citizens Association, November 2022.