



# Wattle Grove Public School

Cressbrook Drive, Wattle Grove NSW 2173  
Telephone: 9731 1355 Fax: 9731 1377  
Email: [wattlegrov-p.school@det.nsw.edu.au](mailto:wattlegrov-p.school@det.nsw.edu.au)  
Website: [www.wattlegrov-p.schools.nsw.edu.au](http://www.wattlegrov-p.schools.nsw.edu.au)



## ENROLMENT PROCEDURES (Updated 2021)

This policy provides information for the community and direction for school personnel on the entitlements, requirements and procedures for the enrolment of students in our school. It is a summary of information from *General Enrolment Procedures – Implementation 22 July 2019*. Individuals requiring more information should refer to this document.

### General Information

- All children turning 6 must enrol at school.
- Children who attain the age of five years prior to 1 August in that year may be enrolled from the second day of the school year.
- Students on transfer and children reaching the statutory school age of six years are also eligible.
- Students visiting our locality for a short period should not be enrolled but should be regarded as short-term attendance. No reorganisation of classes should occur and they should not be included in statistical returns but attendance records must be maintained.

### Early Entry – check department Guidelines

Some young children who are intellectually gifted may be enrolled into Kindergarten early:

- The child is within six months of the approved entry age
- A comprehensive, culturally fair psychological evaluation of the child's intellectual functioning, academic readiness and socio-emotional maturity should be conducted
- *The school principal has the final responsibility for deciding when any form of accelerated progression is appropriate for individual gifted and talented students in Years K-12 to meet each student's educational, social and emotional needs.* (NSW Department of education and Training, 2004)

### Local Procedures for Enrolment

- The school will require a standard 100-point residential address check to verify local student status (Refer to Appendix A). Enrolment procedure commences if 100 points is met. See General Enrolment Procedures.

### Non-Local Procedures for Enrolment

- All 'Non-Local' applicants must fill out an online Non-Local Enrolment form before they can be eligible for an offer of a position.

#### **If school hasn't reached the enrolment buffer**

- A committee consisting of the Deputy Principal, an Assistant Principal, a School Administrative Officer and a parent representative will decide on the successful applications for 'Non-Local' enrolment.

#### ***These criteria are, in order of importance:***

- Sibling (brother or sister already enrolled at the school)
- Wellbeing needs
- Re-enrolment – children who have been previously enrolled at this school, have moved interstate and are now returning (This is a common occurrence with military children)
- Letters will be sent to all 'Non-Local' applicants once the Enrolment committee have made their decisions.

### **If school has reached the enrolment buffer**

- Enrolment doesn't proceed, students will be referred to his/her local school.
- From 2020, students with currently enrolled siblings will proceed through non-local enrolment procedures outlined in this document.
- In exceptional circumstances, this process may be waived or varied by the principal subject to approval by the Director Educational Leadership.

### **Appeals**

An appeal against the decision of a placement panel needs to be made in writing to the Principal (within seven days). If the matter is not resolved, the Director Educational Leadership will consider the appeal and make a determination.

### **Transfer Procedures**

- Child's name is transferred into Leaver's File on ERN on his / her last day at school
- School Assistant releases Student Record Card as requested from school of transfer.

### **Following Acceptance of Enrolment - Procedures**

- The parents are introduced to the Principal and a decision made as to the enrolment
- Parent / Caregiver completes the following forms:
  - Application for enrolment (completed online)
  - Parents receive School Information Booklet and Student Wellbeing Procedures
- Parents receive information on school levy / textbooks. Pro rata adjustments are made depending on date of enrolment in the school year.

### **Admission Register and ERN entry**

Registration information will be kept in the Administration Office and the update is a responsibility of the School Administrative Officer. The required information is processed via OES or entered into the ERN administration from the enrolment form. The School Administrative Officer sends a request for Student Background Information and Documents from previous school.

### **Procedure for Enrolment in Particular Circumstances**

For further information, about the following circumstances refer to: **General Enrolment Procedures – Implementation 22 July 2019.**

- Government preschool classes
- Early Intervention classes
- International students
- Temporary residents
- Exchange students
- Attendance at unique school settings and programs
- Short-term attendance
- Flexible attendance
- Transfer Applications
- Short Term and Part Time Attendance of Students
- Part Time Enrolment

*These procedures will be published on the school website.*

Appendix – A

100 Point Residential Address Check

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ul 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> </ul>	40
2. Any of the following <ul 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> </ul>	20 each
3. Any of the following documents <ul 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> </ul>	15 each

\* up to three months old

