



Nambucca Heads Public School

Enrolment Guidelines

Nambucca Heads Public School Vision Statement: *Nambucca Heads Public School is an outstanding school, our team is proud of our strong culture, high expectations and successful learners. We cater for the whole child and every single person in our learning community is welcomed, valued and included. Our future focused learning design enables students to be resilient, persistent and confident learners.*

Nambucca Heads Public School has determined the following **guidelines** in accordance with the Department of Education policy *Enrolment of Students in Government Schools*, and associated documents.

General Principles Governing Enrolment in NSW Public Schools:

- Parents may seek to enrol their child in the school of their choice.
- Children are entitled to be enrolled at the government school for the designated intake area within which the child's home is situated, and that the child is eligible to attend.
- School designated intake areas are determined by the Department of Education.
- Parents seeking to enrol students who live outside the schools intake area may do so, by completing the Application for Non-local Enrolment form.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it. Schools are required to have a written guideline, which states the criteria upon which non-local enrolments may be accepted.

The decision on where to enrol a student, and with what level of support, will depend on a number of factors, including:

- The student's educational needs.
- The expressed desires of parents and caregivers.
- The capacity of a school to provide the level of support services required generally and at a particular location.
- The availability of support services at alternative locations.

Local Area Enrolment Procedures

Every new enrolment must provide the following documentation:

- A completed Enrolment form, available from either the school website or the front administration office.
- 100-Point residential address check to verify that the student presenting for enrolment resides within the school's designated intake area (details of the 100 point check are included at the base of this document).
- Original birth certificate, or passport, (VISA documentation if presenting from overseas).
- Other relevant documents, such as Court Order, AVO, etc.
- Health care documentation as necessary.

Non-Local Enrolments

When evaluating enrolment applications from applicants outside the designated intake area (Out of Zone Enrolment Application) a panel consisting of an Executive, teacher representative and P&C representative will consider the application using the following criteria:

- Proximity and access to the school with an emphasis on travel arrangements and student safety
- Siblings currently attending Nambucca Heads Public School
- As part of the wellbeing structure of the local district, needs relating to student wellbeing on arrangement between principals
- Medical reasons
- Safety and supervision of the student before and after school
- Compassionate circumstances
- Structure and organisation of the school

Criteria must not include student ability, performance or achievement. Priority should be given to siblings of currently enrolled students, where possible.

Note:

Nambucca Heads Public School has an enrolment cap of 185 students.

Non-local placements must not generate demand for extra staff, accommodation or create disruption to school routine.

Procedure

- Non-local enrolment request form is completed by parent/carer (appendix A)
- A request for background information from the previous school is made and will include additional support required, attendance, health care information, behavioural documentation, and checking the existence of a counsellor file.
- Information will be collated and presented to the Enrolment Panel. The panel will determine that the student be considered for enrolment or advised to attend their designated local school. Parents will be informed of the decision in writing.

Nambucca Heads Public School does not have a waiting list.

Enrolment Refusal

A principal may refuse to enrol a student with documented violent behaviour when risk mitigation strategies or adjustments are not possible to manage the risk. This is subject to compliance with the requirement to conduct a risk assessment, in accordance with the *Management of health and safety risks posed to schools by a student's violent behaviour guidelines*, and consultation with the Director, Educational Leadership. Any decision to refuse enrolment at a particular school should not be interpreted as a refusal to enrol in any government school or facility.

An appeal against a decision made by the Placement Panel is to be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved it is to be referred to the Director, Public Schools for determination. Appeals are to determine whether the stated criteria of the school have been fairly applied.

Sibling Enrolments

Prior to July 1 2019, there has been an understanding in place that sibling enrolments would be enrolled regardless of their current address at the date of enrolment. This meant that families who had moved out of the designated intake area could still enrol their children at Nambucca Heads Public School. The Department of Education has now updated its policy in regards to this; from July 1 2019, any family who moves out of zone from Nambucca Heads Public School after enrolment will forfeit their right to enrol siblings by default. In these circumstances, parents/ Caregivers will need to go through the Non-Local Enrolment process and it is highly unlikely that they will be approved due to current enrolment numbers. All enrolments from July 2019 will complete the following declarations ensuring that this is understood.

- We acknowledge we have provided documentation providing 100 points check for our residential address within the designated intake area.
- We understand that enrolment of our child/children at Nambucca Heads Public School may be terminated if it is determined that false or misleading information is provided.
- We further acknowledge that an entitlement to enrol further siblings of students listed above should we move out of the designated intake area will be treated as a non-local enrolment and will not be automatically entitled to enrol.

100-Point Residential Address Check

Document showing the full name of the child's parent

Points
40

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

20 each

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

15 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.

*Documents must be less than 3 months old

NSW DoE Designated Intake Areas

The Secretary, Department of Education, designates local intake areas so that all compulsory school-age children in the state will be eligible to attend a government school. The following link will take you to the online resource, which outlines each intake area.

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

Appendix A

Nambucca Heads Primary School

Providing the Best Possible Education for Every Child

Telephone 02 6568 6411 FAX 02 6568 8205

Email: nambuccahd-p.school@det.nsw.edu.au



Nambucca Heads Public School - Application for non-local enrolment

Student Information

Family Name: _____ Date of Birth: ____/____/____

Given Name(s): _____ Gender: _____

Address: _____

Suburb: _____ Postcode: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____

Parent/carer name: _____

Relationship to student: _____

Current school: _____

Current scholastic year (K-12): _____

Non-local school placement request

Proposed scholastic year (K-12): _____ Proposed date for enrolment: ____/____/____

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria [published at <https://nambuccahd-p.schools.nsw.gov.au/>] and attach supporting documentation:

Signature of parent/carer: _____

Date: ____/____/____

School use only

Date received: ____/____/____ Places available: _____

Parents advised on: ____/____/____

Designated local school: _____

Notes: _____
