



## ***Hamilton South Public School*** **The School Community..... Working Together for Children**

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### **Hamilton South Public School Enrolment Policy**

#### **Rationale**

The Education Act 1990 requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

#### **General Principles Governing Enrolment**

- A student should be enrolled in one school only at any given time.
- Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.
- Parents may seek to enrol their child in the school of their choice.
- The enrolment policy and processes is available to parents, and transparent in implementation.
- No student shall be discriminated against on grounds of race, sex, religion, disability, sexual preference, or marital status.
- A *Residential Address Check* must be supplied with Enrolment Application.
- This policy is to be read in conjunction with DET *Enrolment of Students in Government Schools* (1997).

#### **Enrolment CAP and Buffer**

The enrolment CAP for Hamilton South Public School is 323 students based on 14 permanent classrooms. Based on historical data, a buffer of five (5) enrolment places has been allocated to accommodate local students arriving throughout the year. Therefore, once student enrolments reach 318 students, Hamilton South Public School is unable to enrol non-local students.

#### **Local Intake Area**



Hamilton South Public School's local intake area has been designated by the Department of Education. Our local intake area is marked on the following map. The school finder tool

(<https://education.nsw.gov.au/school-finder>) provides information about school intake areas to assist parents in determining their local school.

### Residential Address Check

Hamilton South Public School requires proof of address in order to establish a child's entitlement to enrol in the school. The required documents are listed below.

Document showing the full name of the child's parent	Points
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	40
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	20 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.	15 each

\* up to three months old

### Change of Residential Address

Please be advised, if a student is enrolled with a residential address inside the school's intake zone, and then their family moves to a new residential address outside the school's intake zone, younger siblings are not able to enrol at Hamilton South Public School as our school has reached its Enrolment CAP and Buffer.

### Criteria for the enrolment of non-local students

- siblings already enrolled at the school;
- compassionate circumstances;
- proximity and access to the school;
- safety and supervision of the student before and after school; and
- structure and organisation of the school.

### Enrolment Panel

Where demand for non-local places exceeds availability and the school has not reached their enrolment ceiling, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel will consist of the principal, a parent representative nominated by the P&C and a staff representative. The panel will be chaired by the principal who will have the casting vote. Decisions will take into account the enrolment cap and buffer reserved for local enrolments arriving later in the year.

### **Waiting Lists**

Waiting lists will be established for non-local students. Parents will be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list will reflect realistic expectations of potential vacancies. Waiting lists are current for one year.

### **Appeals**

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal should be made in writing to the principal. Where required, the principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. If the matter is not resolved at the local level the Director, Educational Leadership will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

### ***Sue Estens***

Principal  
Hamilton South Public School

12 February 2020