

## Non-Local Enrolment Policy

*Implementation Procedures – July 2021*

### **Purpose**

This policy outlines the criteria for acceptance of non-local students seeking enrolment at Camden South Public School.

### **Policy Statement**

- Enrolment of students occurs when he/she enrolls and is entered onto the school's enrolment database.
- Students are entitled to enrol at Camden South Public School if their home is situated in the school's intake area which is determined by the Department of Education & Communities through a process involving consultation between the Properties Directorate and the School Education Director.
- No student will be discriminated against on the grounds of his or her sex, race, religion or ethnicity.

### **Non-Local Enrolment Processes**

On Monday 22 July 2019, the Department of Education implemented new enrolment procedures for all Government Schools in NSW. These procedures involve a range of new guidelines, however the two that will affect parents and students most, are those involving the residential address check and out of area applications.

#### *Residential Address Check:*

Under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. As such, we must now use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

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"> <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> </ol>	40
2. Any of the following <ol 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> </ol>	20 each
3. Any of the following documents <ol 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> </ol>	15 each

\* up to three months old

#### *Out Of Area Applications:*

Changes to the out of area application process will mean that as Camden South PS is currently over our numbers cap, it is highly unlikely that Camden South PS will be able to accept any out of area applications.

Parents / carers who are seeking non-local enrolment under these criteria must complete an out of area enrolment application prior to submitting enrolment paperwork. This will be submitted to the school panel for consideration.

The panel will consist of the Business Manager and Deputy Principals.

Criteria may include:

- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- compassionate circumstances

**Camden South Public School | 66 – 68 Old Hume Highway | CAMDEN NSW 2570**

P 02 4655 2633 E [camdensth-p.school@det.nsw.edu.au](mailto:camdensth-p.school@det.nsw.edu.au)

Twitter [@CamdenSouthPS](https://twitter.com/CamdenSouthPS)

Facebook [@camdensouthpublic](https://www.facebook.com/camdensouthpublic)

<https://camdensth-p.schools.nsw.gov.au>

If seeking enrolment under compassionate circumstances, the panel will consider the needs of the student and make appropriate decisions on humanitarian grounds. In making appropriate decisions, the panel will assess the ability of the school to meet the special needs of non-local students.

Parents will be provided with an explanation of the decisions of the placement panel, if requested.

### **Appeals**

The purpose of an appeal will be to determine if the stated criteria has been fairly applied. Where a parent wishes to appeal against the decision of the panel, the appeal should be made in writing to the Principal.

If the matter is not resolved, it will be referred to the Director, Educational Leadership for Camden.

