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Principal: Danny Scott

25 July 2022

Dear Parents,

I am sure you are aware that over the previous two years there has been a revision of the state wide NSW Department of Education Enrolment Policy. Attached to this note you will find a Department publication that explains the policy and the implication for parents wishing to enrol their child in a NSW Department of Education School. This information has been sent home previously and was published in 2019. I have also attached our school's procedures document in relation to this policy. This document outlines how our school will apply this policy in our contextual setting.

Of note is that our school has now reached our enrolment cap. We will continue to enrol students who live in our local intake area, regardless of the school's cap status. Our local area is defined by the NSW Department of Education website and can be found at this address <https://schoolfinder.education.nsw.gov.au/>

However, this will mean that no non-local students can be enrolled at our school unless there are exceptional circumstances. It is important to be aware that having a sibling at the school is not an automatic exceptional circumstance as outlined in the NSW Department of Education information attached.

Thank you

A handwritten signature in black ink that reads 'Danny Scott'.

Danny Scott
Principal



Purpose

This procedure guides the schools enrolment of students and is the contextual application of, and should be read in conjunction with, the NSW Department of Education Policy: GENERAL ENROLMENT PROCEDURES .

Scope

This procedure provides a consistent process for the enrolment of students both local and non-local at Queanbeyan East PS. These procedures are applied to students wishing to enrol at any time of the year.

Our School's Approach

Local Students

Students who are deemed Local, as defined by the NSW Department of Education may enrol in the school at any time. To ensure the students are placed in the best class to suit their needs, a meeting may be held between the student, parents and principal (or principal representative) where practicable.

Non-Local Students

Students who are wishing to apply to the school who are deemed non-local, may complete an application either online or from the office.

If at the time of application the school enrolments have reached the enrolment cap as set by the NSW Department of Education, then no non-local enrolments will be accepted.

If the cap has not been reached, then the school will process the applications via a Non-Local Enrolment Panel. This panel will use the locally established criteria to assess all applications. Applications will be assessed whenever practical and in a reasonable timeframe. Parents will be notified in writing of the outcome.

The criteria used for processing these applications includes:

- siblings already enrolled at the school
- proximity and access to the school
- medical reasons
- safety and supervision of the student before and after school
- recent change in the local intake area boundaries

Further information regarding local and non-local definitions can be located at:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

Responsibilities

For parents and carers

- Complete all applications correctly and on time.
- Meet with a school representative as appropriate.

For the principal and teachers

- Maintain consistency when enrolling students.
- Follow NSW policy and school based procedures.
- Process all applications in a timely manner

Communicating this procedure to the school community

Parents and carers will be advised via the school newsletter. This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's guide for students/ parents/ carers about making a complaint about our schools.

Complaints about enrollments can also be made in writing. Please address all complaints about enrollments to the Principal via queanbeyae-p.school@det.nsw.edu.au

Appendix

School Community Charter:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter>

Making a complaint about schools—guide for parents, carers and students:

<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students>

NSW Department of Education, Policy Library

<https://policies.education.nsw.gov.au/policy-library>

Queanbeyan East PS Website:

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

Queanbeyan East PS Facebook:

<https://www.facebook.com/Queanbeyan-East-Public-School-1274484759266928>



Enrolment policy

Information for parents

The Enrolment of Students in NSW Government Schools policy is in place to assist schools to meet their obligations under the *Education Act 1990* - to ensure that every student has a place at their local school. The policy also communicates to staff and the community a transparent enrolment process.

Why was the enrolment policy revised?

Across the state, many communities are changing. Some are growing at rates never seen before. Some schools that used to be able to accept out-of-area enrolments, no longer have the room to do so.

The revised policy is designed to support schools to manage all enrolment applications, encourage greater consistency in decision-making and make sure the enrolment choices are clear for parents.

What are the changes?

The enrolment cap

The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. The enrolment cap tells us whether the school will be able to accept non-local enrolments. It is not a target or limit on the number of local enrolments a school can take.

Schools with a local intake area have a cap set by the department from Term 4 2019.

Within the enrolment cap, a number of enrolment places (the buffer) must be kept aside for the likely number of local students who will need to enrol during the year. For this reason, a school will not take non-local students once they reach their buffer, unless there are exceptional circumstances.

100-point residential address check

Parents planning to enrol their child at a school that is near or at its buffer or cap will be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area. This means parents will need to provide documents to verify the child's current address.

So that schools only seek information relevant to the child's enrolment, a list of approved documents for the residential address check is available from the school or the department's website at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>.

Selection criteria for non-local enrolment

Sibling enrolments are now clearly prioritised (where possible) and selection criteria for non-local enrolment will not include student ability, performance or achievement.



What has not changed?

Schools will continue to enrol students who live in their local intake area, regardless of the school's cap status.

Enrolment procedures for students accessing particular education settings (for example selective schools, distance education, specialist support classes for students with disability, Intensive English Centres) are not affected by the revised policy.

In schools with available places, there are no changes to enrolment rights of siblings of non-local students. Each enrolment application is considered on its merits, including if siblings currently attend the school. At schools below their cap, out-of-area applications for siblings of current students will be given enrolment priority.

Schools will continue to provide families with support and advice during the enrolment process, including assessment of exceptional and compelling circumstances particularly for vulnerable students and their families.

Schools will also continue to apply the policy fairly and consistently using transparent and accountable processes when making decisions about enrolment applications. Parents have a right of appeal to determine whether the stated processes have been applied in a procedurally fair manner.

But what do the changes mean for me?

What if my child is already enrolled but we do not live in that school's intake area?

Your child will remain enrolled at the school as the revised policy does not affect students already enrolled in NSW Government schools.

We were in area when my child was enrolled in the school. The department has since changed the school's boundary and our residence is now out of area. I have other children and I want them all to go to the same school. What are my options?

At times it is necessary for the department to make adjustments to a school's local enrolment intake area. This could mean a family with a child/children already enrolled is then outside the local intake area. When this happens, the family will still be able to enrol siblings together at the school, regardless of whether the school is over the buffer or cap.

I already have a child enrolled as an out-of-area student in a NSW Government school. Can I enrol my other children at that school too?

This will depend on the cap set for the school:

- If the school is **not near its buffer**, then siblings should be able to be enrolled at the school. In fact, siblings of students currently enrolled will be prioritised, where possible, over other non-local enrolment applications.
- If the school is **nearing its buffer**, then the school will form a non-local enrolment panel. The panel considers non-local enrolment applications when the number of non-local applications received exceeds the number of places available below the buffer. Again, in this instance, siblings of students currently enrolled will be prioritised, where possible, over other non-local enrolment applications.
- If the school is **over its buffer**, it will not accept non-local enrolment applications unless there are exceptional circumstances.

What is the criteria for enrolment in a school that is not my local school?

Schools that are able to accept non-local enrolment applications establish a non-local enrolment selection panel, if demand exceeds the number of places below the school's buffer.

Schools are required to make the selection criteria available to the school community.

My circumstances are challenging and I think this school is best for my child. We live outside the school's intake area. What should I do?

We understand that not everyone's circumstances are the same, and that there are instances where exceptional and compelling circumstances will need to be considered.

If this is the case, you should talk to the principal of your local school.

Contact

For general enquiries contact: 1300 679 332

For enrolment enquiries, speak to your local school.

Find school contact details at:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/finding-a-public-school>