

# Enrolments 2020

## Context

The new enrolment policy came into effect Term 3, 2019. Centrally set enrolment caps based on the number of permanent classrooms will apply from Week 1 Term 4, 2019.

## Cap

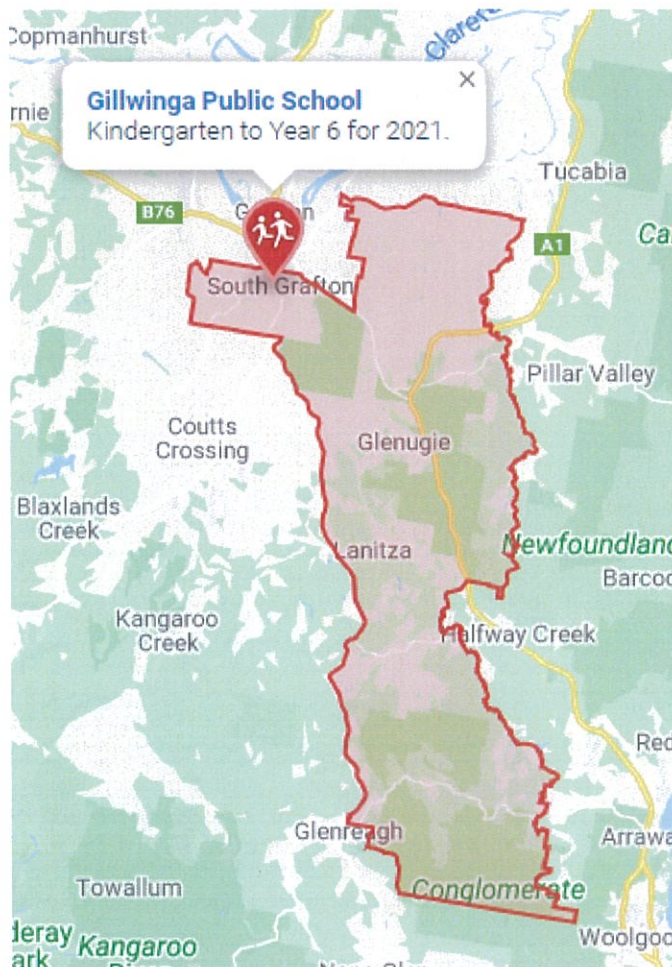
Based on 11 permanent teaching spaces, the cap at Gillwinga Public School will be set at 255 enrolments. Buffer The school will allow a buffer of 10% to ensure there are places available in classes for local enrolments. This means the school is effectively full to non-local enrolments at 235.

## Zones

Gillwinga PS zone is depicted on the map – see the Department’s Zone Intake Tool for more information on school zone boundaries:

<https://education.nsw.gov.au/schoolfinder>

From 2020 all students residing outside Gillwinga zone will be considered non-local enrolments. Once students are enrolled, they may maintain their enrolment regardless of change of address.



## Documents required with enrolment

In addition to your child's enrolment application form you will need to provide the following:

### Checklist

**When you come to the school to enrol, please bring these original documents with you:**

- Proof of student's residential address**  
(eg council rates notice, residential lease, electricity accounts, statutory declaration etc)
- Birth certificate or identity documents**
- Australian Immunisation Register (AIR) Immunisation History Statement** (required for all students enrolling in NSW Government schools for the first time)

#### **In addition**

*If your child is the subject of family law matters you will need to provide:*

- Copies of any family law or other relevant court orders**

#### **In addition**

*If your child has health, disability or other support needs you will need to provide:*

- Copies of medical/healthcare or emergency action plans**
- Evidence of any disability or other support needs, including any learning and support plans**

## 100 Points of Identification

See attached residential address check fact sheet for information required on enrolment.

Where there is good reason why parents are unable to present the following documents, principals may seek approval from the Director, Educational Leadership to vary the 100 point requirement.

# Residential address check

## For the enrolment of students in NSW Government schools

Persons seeking to enrol a child in a NSW Government school may be required to show documents to establish the child's address

### Key principles

The *Education Act 1990* provides the key principles that govern the enrolment of students in NSW Government schools. Some of them are summarised below.

The parent of a child may enrol the child at any government school if the child is eligible to attend the school and the school can accommodate the child (section 34.1).

A child is 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 (section 34.2).

The principal may, for the purpose of establishing a child's eligibility to attend or entitlement to be enrolled at the school, require a person seeking to enrol the child at the school to provide proof, to the satisfaction of the principal, of the child's identity, date of birth and home address (section 34A.1).

In determining whether a child could be accommodated, the number of classrooms and other facilities may be considered (section 34.6).

The enrolment of a child who is not entitled to be enrolled at the school may be terminated if the child was enrolled as a result of false information or a false document provided (section 34A.4).

### Establishing the child's residential address

To determine a child's eligibility to attend or entitlement to enrol in the school, the principal may require documents to establish the child's address.

Generally, acceptable documents show the full name of the parent and address of the parent or carer with whom the child lives. However, any requests for proof of address must be reasonable in the circumstances.

Staff in schools abide by the Privacy and Personal Information Protection Act 1998 (NSW). Residential address information provided will be used to process applications for enrolment and associated purposes and the information will be stored securely.

### 100-point residential address check in some schools with a designated intake area

Schools that are above or near (i.e. the number of non-local enrolment applications received exceeds the number of enrolment places available outside the local enrolment buffer) their buffer level use the following 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

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

### More information

Contact your local school or visit <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>