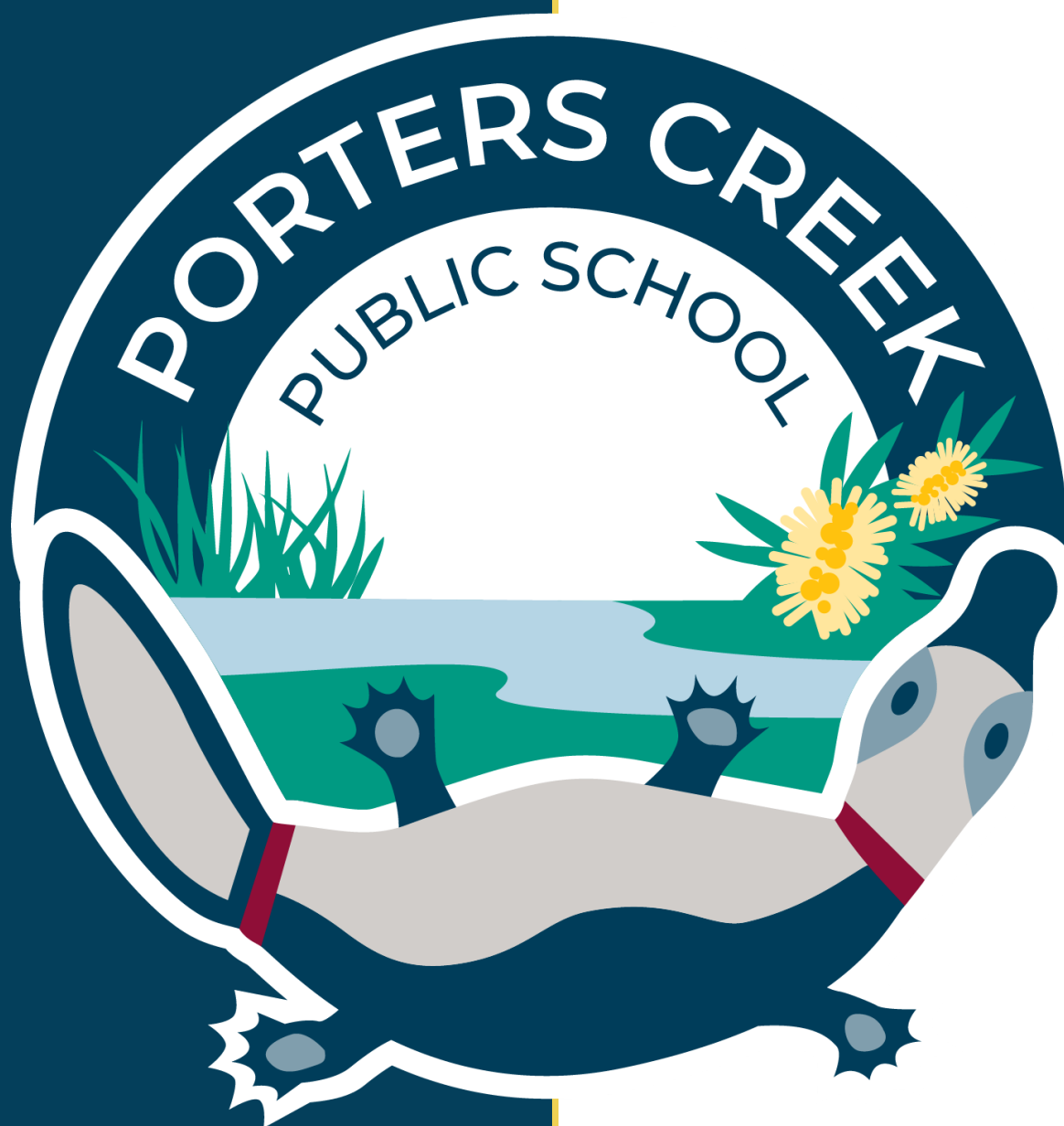


ONLINE ENROLMENT HANDBOOK

2021



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Online Enrolment Information for Parents/Carers



Online Enrolment offers parents an online alternative to the 16-page, handwritten application form when applying to enrol their child in a NSW Government school.

Getting started online

To apply online for a participating school, your child must be

- a NSW resident
- an Australian or New Zealand citizen or permanent resident, and
- living in the local enrolment area of the school for which you are submitting an application.

Check the <https://education.nsw.gov.au/parents-and-carers/online-enrolment-for-nsw-public-schools/participating-schools> to see if your local school is using online enrolment.

Can't find your local school in the list?

The online enrolment process is being used by most primary schools across NSW and only supports applications to a student's local school. You can still use existing enrolment processes to apply, more information is available on our <https://education.nsw.gov.au/public-schools/going-to-a-public-school>.

To find your local school visit <https://my.education.nsw.gov.au/school-finder>.

How it works

- If online enrolment is supported by a child's local school, a link to begin an online enrolment application will be available via the 'Enrolment' section of the school website.
- The parent or carer completing the application must provide the child's main residential address and a contact email to begin the online enrolment process.
- A one-time security code will be sent to this email to authenticate the parent against their email, then the online enrolment form can be completed and the parent can use this email address to resume at a later time.
- The dynamic form will only show the mandatory fields in relation to the specific student, which means parents will only be required to complete the fields of the application relevant to circumstances of their child.
- The form can take as little as 10 minutes to complete, and is sent directly to the school administration staff of your local school.
- Parents will be emailed a PDF copy of the enrolment application immediately following the submission for their own records.
- School administration staff can then contact parents directly for any clarification required around the application.
- The application to enrol will be finalised once the parent/carers has met with the school and provided all the relevant identity and medical documentation for the student.



Out-of-Area Enrolments

Schools may accept enrolments from outside their designated intake area if places are available; to be considered for placement, parents/carers must submit an *expression of interest* for out-of-area enrolment.

To apply for an out-of-area enrolment online, your child must be:

- a NSW resident
- an Australian or New Zealand citizen or permanent resident.

Contact the school for further information about their out-of-area enrolment process. If the school is able to accommodate out-of-area enrolments, the school will advise you of any non-local enrolment selection criteria.

Information is also available on our [Going to a Public School website](#).

How it works

- If out-of-area online enrolment is supported by a school, a link to begin an out-of-area enrolment application will be available via the 'Enrolment' section of the school website.
- The parent/carer completing the application must provide the child's main residential address and a contact email to begin the application process.
- A one-time security code will be sent to this email to authenticate the parent/carer against their email; the parent/carer can use this email address to resume the application at a later time.
- The dynamic form will only show information relevant to that school's out-of-area procedures, which means parents/carers will receive clear and consistent messaging about the school's ability to consider out-of-area enrolment applications.
- The form can take as little as 10 minutes to complete, and is sent directly to the school administration staff at the school.
- Parents/carers will be emailed a PDF copy of the out-of-area application immediately following the submission for their own records.
- School administration staff can then contact parents/carers directly for any clarification required around the application.
- Where the school can consider out-of-area applications, the application will be assessed using the non-local enrolment selection criteria applicable to the school.
- The school will confirm the outcome of the application with the parent/carer.
- If a student is offered an out-of-area placement, the parent/carer must then complete a full enrolment application.
- The application to enrol will be finalised once the parent/carer has met with the school, provided all the relevant identity and medical documentation for the student and completed the processes required by the school.



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>



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"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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

More information

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

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**

In addition

Non-Australian Citizens

If your child is a permanent resident but not an Australian citizen you will need to provide:

- Passport or travel documents**
- Current visa and previous visas** (if applicable)

In addition

Temporary visa holders

If your child is a temporary visa holder you will need to provide:

- Passport or travel documents**
- Current visa and previous visas** (if applicable)
- Authority to Enrol issued by the Temporary Residents Program Unit.** This is required for visitor and temporary visa holders (other than sub class 571P referred to below)
- Authority to Enrol or evidence of permission to transfer issued by the International Student Centre** (if holding an international full fee student visa, sub class 571P)
- Evidence of the visa the student has applied for** (if the student holds a bridging visa)