



HONOUR, KNOWLEDGE, COMMUNITY

# Enrolment Guidelines

Kensington Public School

## ENTITLEMENT TO ENROL

Compulsory school aged student are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

Parents may enrol a child if they turn 5 years of age on or before 31 July in that year. Students identified as gifted and talented, who are aged 4 years or older at 31 January of the year of enrolment may only be enrolled in accordance with the Gifted and Talented policy.

Schools require an Authority to Enrol for each temporary resident and international student enrolment which is issued by NSW DE International and the Temporary Resident Program.

Schools will provide families with support and advice during the enrolment process.

A child is entitled to be enrolled at the government school that is designated for the intake area in which the child's home is situated.

## 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.

Schools will use the following 100-point residential address check to determine the student's eligibility 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) 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

## ENROLMENT CAP

An enrolment cap for Kensington Public School has been set by the Department of Education, based on available permanent accommodation.

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year.

## NON-LOCAL ENROLMENT

If Kensington Public School can accommodate placements due to being below the enrolment buffer, consideration will be given to the following selection criteria;

- siblings of currently enrolled students
- proximity and access to the school
- compelling medical conditions
- compassionate circumstances
- structure and organisation of the school

The selection criteria for non-local enrolment will not include student ability, performance or achievement.

A waiting list will be created for non-local students who are not offered enrolment, valid for the current intake period only.

## APPLICATIONS

### Local Enrolment

Please complete the DOE Enrolment. Information regarding local enrolment is available at;

<https://education.nsw.gov.au/public->

[schools/going-to-a-public-school/enrolment/primary-school-enrolment](https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment/primary-school-enrolment).

### Non-Local Enrolment

Parents of non-local students are asked to complete the 'Non-Local Student Enquiry Form'. The 'Non-Local Student Enquiry Form' will be assessed by a placement panel at the school.

The placement panel convenes in October each year. This panel consists of the Principal as chairperson, a representative from the Kensington Public School Council and the enrolment officer. All members of the panel will have no conflicts of interest when considering the applications.

If a non-local enrolment application is unsuccessful, a review can be requested. The request for a review must be sent in writing to the Principal within 14 days of receiving the panel decision. It should set out the grounds for the review with reference to the selection criteria. The school Principal will review the application in the first instance. Parents will be advised of the outcome in writing.

## FURTHER INFORMATION

For more information on enrolment at Kensington Public School, please check our school website;

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

The Kensington Public School Enrolment Guidelines will be reviewed annually by the Kensington Public School Council.

This policy was ratified by the Kensington Public School Council November, 2019.