



*ENROLMENT
POLICY*



WILKINS PUBLIC SCHOOL

Enrolment – POLICY

Date of policy 29/04/2016 Next review 29/04/2017 Status Draft

Purpose

To manage student numbers within current accommodation and resource allocation.

Implementation

STARTING SCHOOL

1. *Your child can start Kindergarten at the beginning of the school year if they turn 5 on or before 31 July of that year. Your child must start school (or be registered for home schooling) by the time they turn 6.*

HOW TO ENROL YOUR CHILD AT WILKINS?

2. *As a NSW Department of Education school, it is legislated that student can attend this school if they reside within the catchment area.*

Wilkins PS has a defined local enrolment area. Please note that the boundary lines of our intake area almost always run down the middle of the road. This means that at our area boundaries, one side of the road is typically in the Wilkins area and the other is not. This is true for Marrickville Rd, Wardell Rd, New Canterbury Rd, Shaw St, Newington Rd, Bright St, Sydenham Rd and Illawarra Rd. Please contact our school office for a precise determination of whether your residence is in our intake area. If your child's home is in this area, we will accept an application to enrol as a local enrolment application.

3 LOCAL ENROLMENTS

If your child lives in our local enrolment area, you will need to submit an application to the school office. See Part 3.1 and 3.2.



3.1 *If your child is an Australian citizen or permanent resident Please complete an **Application to enrol in a NSW Government school** available from the school office. If this is the first time your child has been enrolled in a NSW school, please attach these documents:*

1. **Proof that your child lives in the Local Enrolment area.** We accept copies of current documents that show the name of the parent or guardian, together with an address in the area. These may include:

- A lease document
- A rates notice
- A utility bill (e.g., water/electricity bill).

2. A copy of your child's **birth certificate** [or identity document]. The original must be produced.

3. A copy of your child's **Immunisation History Statement** from the Australian Childhood Immunisation Register.

You may also need:

4. Family law or other relevant court orders (if applicable).

5. Proof of permanent residency (if your child is not an Australian citizen).

If your child has previously been enrolled at a NSW school, you only need to attach proof that your child lives in the Local Enrolment area, and any relevant family law or court orders.

3.2 If your child is a temporary resident

Please contact the temporary residents program before applying for enrolment. An application to enrol will only be accepted if there is adequate space in the requested grade.

4. NON-LOCAL (OUT OF AREA) ENROLMENTS

4.1 Availability of non-local spaces

We can only accept non-local enrolments if we have classroom space available and appropriate staff, after taking into account current and anticipated local enrolment applications, plus a buffer of up to 5% allowing for possible in-area enrolments throughout the year.

Currently, we can accept non-local enrolments only where the child is:

- Enrolling in Kindergarten, **and** has a sibling concurrently attending Wilkins.
- If additional non-local places become available, we will follow the process in Part 4.3.

4.2 Applying for a Non-Local Enrolment

Please complete an **Application to enrol in a NSW Government school** available from

the school office and give it to the school.

Please attach:

- 1 A copy of your child's birth certificate [or identity document].
- 2 A copy of your child's Immunisation History Statement from the Australian Childhood Immunisation Register.

You may also need to attach:

- *Family law or other relevant court orders (if applicable)*
- *Proof of permanent residency (if your child is not an Australian citizen).*

4.3 Non-local enrolment process

If additional non-local spaces become available, the school's Enrolment Panel will choose which applications to accept by applying pre-determined criteria. The Enrolment Panel comprises the Principal, a teacher representative, and a school community member nominated by the school's P&C.

The criteria are (in no particular order):

Currently employed teachers requesting their own children to be enrolled

Siblings already enrolled at Wilkins

Compassionate circumstances / Medical

Community and social ties

Safety and supervision of the child before and after school

Proximity and access to Wilkins

Special interests and abilities

On request, the Enrolment Panel will provide parents or carers with a written explanation of its decision. If parents wish to appeal a decision, they can do so by writing to the Principal.

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