



Enrolment Procedures

at Maroubra Junction Public School

RATIONALE

According to the NSW Department of Education's *Enrolment of Students in NSW Government Schools* policy:

- A student is enrolled when an application to enrol is certified as accepted by the principal and the student is placed on the enrolment register of the school (1.6).
- Children are entitled to enrol at the government school within the designated intake area which the child is eligible to attend (1.4). To find the designated school, refer to <https://schoolfinder.education.nsw.gov.au/>

Parents may seek to enrol their child in the school of their choice, depending on availability of space. The school is required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible child in the intake area has a place at the child's designated government school if the child chooses to attend it. Schools are required to have a written document which states the grounds on which applications for enrolment will be accepted if the child does not reside within the designated intake area. The primary criteria for acceptance of such enrolments will include the availability of appropriate staff and permanent classroom accommodation.

GENERAL GUIDELINES

The prescribed form of application of enrolment should be completed by the parent or guardian when a child is presented for enrolment. The form is an official document and is stored

securely. Translated versions of the form can be found at <https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/enrolment-application>

Alternatively, a child can be enrolled via <https://education.nsw.gov.au/parents-and-carers/online-enrolment-for-nsw-public-schools>

When children are enrolled in the school, proof of the child's age should be produced, for example a birth certificate or passport.

Parents will be asked to provide an *Immunisation History Statement*. A child without a statement will not be prevented from enrolling; however, under the NSW Public Health Act, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

All parents enrolling children will undergo a 100-point residential address check. See <https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/Residential-address-check.pdf> for further information.

All parents wishing to change or update their address with the school must provide proof of address in line with this.

Parents enrolling a child from overseas may need to produce further documentation and to apply for an authority to enrol. Please check with the school's administration team.

New enrolments will be asked to attend an interview with the principal or a delegated executive staff member. Other than establishing a partnership with the student and their family, the principal or their delegate will determine if there is a need to provide additional support for the student. The school may complete support plans, if required.

Currently, the school can accommodate a maximum of 27 classes across K-6 (equal to an enrolment capacity of 601 students).

The priority order for enrolment is:

1. Children living in the intake area
2. Children living out of the intake area but with siblings already enrolled in the school
3. Children living out of the intake area

SPECIFIC GUIDELINES

Where demand for enrolment exceeds the school's enrolment capacity, a placement panel will meet once per term to determine the successful applicants, especially with regards to priorities 2 and 3. This panel will consist of the principal or a nominated executive staff member, the school administration manager or a nominated school administration officer, a teacher, and a community or parent representative nominated by the School Council. The principal will have the casting vote.

In addition to the Department of Education's enrolment form, parents are required to complete the school's *Application for an Out of Intake Area Enrolment* form, outlining the reasons that they seek enrolment at our school.

If we cannot accommodate all requests for enrolment of children living out of the intake area, a waiting list will be established for each grade based on the date of application.

Parents may make an appeal in writing addressed to the principal.

These enrolment procedures, specific to Maroubra Junction Public School, were endorsed by the School Council on 3 June 2021. These procedures will be reviewed no later than three years from this date of endorsement.

Further Information

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