



Illaroo Road Public School

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Local and Non Local Enrolment Procedures

There are two types of enrolment for school. They are students who are *local enrolment* and students who are *non local enrolment*.

Determination of local or non local address:

Local area will be established by using the NSW Public School Finder at the following url:

<https://education.nsw.gov.au/school-finder>

The address used will be the primary caregiver's residential address of the student. If the student resides with a primary caregiver at two addresses across the school week, both addresses will be considered. Proof of residency at more than one address may be requested at the time of enrolment.

Local Enrolment (in accordance with the policies of NSW Department of Education):

Local students must be enrolled at any time during the year, regardless of class sizes. All local enrolments should apply to enrol online. If you are unable to enrol online, please visit our office for an enrolment form.

Proof must be shown of place of residence. Parents/caregivers must provide a 100 point residential check to verify that the student being presented for enrolment lives within the intake area. Information on the residential check is attached.

Non Local Enrolment Applications:

Parents and carers, who seek non local enrolment on behalf of their children, will be informed of the following procedures which detail the grounds on which non local enrolments will be considered.

Currently Illaroo Road Public School exceeds the enrolment cap set by the Department of Education. In Years 1-6 there is limited availability or no availability to offer non local enrolment. In Kindergarten, non local enrolment applications will be considered if availability exists when local enrolment is determined.

Kindergarten enrolments:

- Parents/Carers can complete an online non local application to enrol. You can follow this link:
<https://illaroo-p.schools.nsw.gov.au/about-our-school/enrolment.html>
- You will receive an email with more information on approaching your local school to complete an Application for Non-Local enrolment if required. Once completed, please return it to Illaroo Road Public School.
- Siblings of students in mainstream classes will have priority of enrolment where places are available. As we currently exceed our enrolment cap, only extenuating circumstances will be considered for all other non local enrolment applications.
- If required, non sibling non local applicants may be invited to interview with the principal and the Kindergarten Assistant Principal in Term 3 to discuss their application and extenuating circumstances.

- In Week 10, Term 3 a placement panel consisting of the Deputy Principal, one staff member other than the principal and a parent representative nominated by the P&C will meet to consider and make recommendations on all non-local, non sibling enrolment applications. The panel will be chaired by the Deputy Principal who will have a casting vote. Non local applications presented after this panel meeting will only be considered if places are available and based on the same criteria as discussed by the panel.
- In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and where relevant, from information provided during the interview. The decisions made by the placement panel must be made within the context of the agreed enrolment cap and buffer retained for local students arriving later in the year. The placement panel will record all decisions.
- A waiting list may be established. This will be decided by the panel.
- Parents wishing to appeal decisions made by the panel may do so in writing to the principal.

What do I need when enrolment is accepted?

The office staff will provide you with an enrolment form and all the information you will need to enrol your child. You will need the following documents:

- proof of residency
- birth certificate
- immunisation history (or exemption/objection information)
- any relevant court orders

If you have any questions regarding student enrolment, please contact the office at Illaroo Road Public School on 4421 0422.

Jacqueline Piggott

Principal

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>