Enrolment Policy

Policy based on the Department of Education and Communities Enrolment policy “Enrolment of Students in Government Schools: A Summary and Consolidation Policy.” August 1997

Local enrolment
A local enrolment is a student whose permanent residence is situated within the designated local enrolment area. Please refer to the map available from our website or our office that defines the school’s local enrolment area.

Applicants residing in the school’s designated local area should complete and submit the form Application to enrol in a NSW government school. The form is available to download at http://www.schools.nsw.edu.au/gotoschool/enrolment/index.php. This form may be submitted to the school at any time throughout the course of the year.

The school will seek evidence demonstrating local residence status through the provision of current original documents. These are:

- Property ownership or tenancy documents in the name of the applicant’s parent e.g. a rate notice or tenancy agreement.
- Utility account statements e.g. water, electricity, telephone or gas bills. This must display the name and local address of the applicant's parent.

Visa status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).

Guardianship arrangements for enrolling students will need to be confirmed with the school by the students’ parents.

Non Local Enrolments
A non local enrolment is a student whose permanent residence is beyond the designated local enrolment area.

Parents or caregivers living outside the school’s designated local area may apply to enrol their child(ren) at the school.

Places for non local applicants will be considered in light of the whole school and each academic year’s figures, given:

- The number of teaching spaces available, and
• That sufficient buffers be left to accommodate possible new local enrolments throughout the school year.

Non local applicants should complete and submit the application for non local enrolment at the end of this document. Applications should be address to the Principal for consideration of the placement panel.

Non local enrolment applications will be considered with reference to each applicant’s residential address and the following criteria:

1. Compassionate circumstances
2. Siblings of a child currently enrolled at Chatswood Public School

Please note: Satisfying one or more of these criteria does not guarantee enrolment. An offer of enrolment will only be made to non local applicants if places are available.

Non local applicants who are made offers of enrolment will be required to complete and submit the form Application to enrol in a NSW government school prior to their enrolment being finalised and commencement of attendance at school.

Where demand exceeds availability for non local enrolment positions, a waiting list will be established and parents notified as soon as a place becomes vacant in the relevant grade/s. Waiting lists for each academic year are for the current calendar year only. Parents will be advised if their child is on a waiting list.

**Appeals**
Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved the School Education Director will consider the appeal and make a determination. The School Education Director will consult with the Principal and the school community as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

**International Fee Paying Students**
International fee paying students may apply for enrolment at this school.

Their applications must be made using the NSW Government Schools International Student Application Form through the International Students Centre. The Centre is responsible for the verification of status of these students.

The school will consider these applications in light of the availability of places.

Date revised 28/10/11
Application for non local enrolment

Student Information

Family Name: _________________________________ Date of Birth: ___/___/___
Given Names: _________________________________ Male/Female: ________
Address: ___________________________________________________ Postcode: _____
Home Phone: ____________ Work Phone: ____________ Mobile Phone: _____________
Parent/guardian name: _________________________ Relationship to student: _________
Present school: _______________________________ Present Year (K-6): _____________

Non local school placement request

Year Sought: _______ Proposed Date for enrolment: ___/___/___

Please give details of the reason for your application for non local enrolment:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Signature of parent/guardian: _________________________________ Date: ___/___/___

School use only:

Date received: ___/___/___ Places available? _________ Parents advised on: ___/___/___
Designated local school: _____________________________________________________
Notes:___________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Date revised 28/10/11