



Enrolment Guidelines

South Coogee Public School

ENTITLEMENT TO ENROL

Compulsory school aged students 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 (see map attached). 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 DE International and the Temporary Resident Program.

Reasonable adjustments are made to enable students with disability to apply for enrolment on the same basis as students without a disability.

Reasonable support is provided to enable students from language backgrounds other than English, in particular those learning English as an Additional Language/Dialect (EAL/D), to apply for enrolment on the same basis as students from English speaking backgrounds.

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. However, any requests for proof of address must be reasonable in the circumstances.

Schools that are at or nearing their local enrolment buffer will use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

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.

| 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 3 months old

ENROLMENT CAP

An enrolment cap for South Coogee 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 South Coogee can accommodate non-local placements due to being below the enrolment buffer, consideration will be given to;

- the child's age
- the resources of the school
- the existing number of permanent classrooms and other facilities at the school.

APPLICATIONS

Parents of local area students are to complete;

- Appendix 1 Local Student Enquiry Form
- Department of Education Application to Enrol
- 100 point residential address check

Parents of non-local students are asked to complete;

- Appendix 2 Non-Local Student Enquiry Form

The Non-Local Student Enquiry Form will be assessed by a placement panel at the school. This panel will consist of a member of the school executive as chairperson, a member of the school administration staff, a classroom teacher and a member of the P&C executive. All members of the panel should have no conflicts of interest when considering the applications.

The school Principal will consider any appeals in the first instance. The appeal is to be in writing and sets out the grounds for appeal. Parents will be advised of the outcome in writing.

Criteria for non-local students include (in priority order);

- siblings already enrolled at the school
- Defence personnel
- proximity and access to the school
- compassionate circumstances
- safety and supervision of the student before and after school
- structure and organisation of the school

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

International students must submit an application to

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enrol to DE International and are assessed against departmental and legislative requirements for eligibility. Students must have a student visa issued by the Department of Immigration and Border Protection and an Authority to Enrol (ATE) issued by DE International to enrol.

Temporary residents may be enrolled at a school if the school can accommodate the enrolment. If a school is at capacity, temporary residents must be referred to the next available school/s with capacity.

International students and temporary residents seeking to enrol from another NSW government school, a non-government school or from outside NSW require an Authority to Enrol (ATE) and payment of fees (if applicable).

FURTHER INFORMATION

For more information on your enrolment enquiry, please check our school website:

<https://www.southcoogeepublicschool.com/enrolment/>

These Guidelines will be reviewed annually at P&C meetings.

References:

DoE: General Enrolment Procedures
<https://education.nsw.gov.au/policy-management-schools/media/documents/PD2002-0006-01-General-Enrolment-Procedures.pdf>

This policy was endorsed by the South Coogee Public School P&C on 4 September 2019.



Please use the NSW Public School Finder for more information on our designated enrolment area
<https://education.nsw.gov.au/school-finder>

Appendix 1 Application for local enrolment

Student Information

Family Name: _____ Date of Birth: ___/___/___

Given Name(s): _____ Gender: _____

Address: _____

Suburb: _____ Postcode: _____

Parent/carer name: _____

Relationship to student: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Current school: _____

Current scholastic year (K-6): _____ Enrolment requested from ___/___/20___

Proposed scholastic year (K-6): _____ Sibling: Yes / No Sibling Name: _____

EAL/D: Yes / No Parent serving in Defence Forces? Yes / No

Signature of parent/carer: _____

Date: ___/___/___

School use only

Date received: ___/___/___

100 Point Residential Address Check completed: yes / no

Local school South Coogee: yes / no

Notes: _____



Appendix 2

Application for non-local enrolment

Student Information

Family Name: _____ Date of Birth: ___/___/___

Given Name(s): _____ Gender: _____

Address: _____

Suburb: _____ Postcode: _____

Mobile Phone: _____ Work Phone: _____

Parent/carer name: _____

Relationship to student: _____

Parent serving in Defence Forces? Yes / No

Current school: _____

Current scholastic year (K-6): _____ EAL/D: Yes / No

Sibling: Yes / No Sibling Name: _____

Non local school placement request

Proposed scholastic year (K-6): _____ Proposed date for enrolment: ___/___/___

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria in the Enrolment Guidelines document and attach supporting documentation:

Signature of parent/carer: _____

Date: ___/___/___

School use only

Date received: ___/___/___ Places available: _____

Parents advised on: ___/___/___

Designated local school: _____

Notes: _____



