ENROLMENT POLICY

INTRODUCTION
A child is entitled to be enrolled at his or her local government school. Each government school has a designated intake area. A map of the designated intake area for Woollahra Public School is available for perusal on the school’s website. Enrolment at this school does not give children priority for placement in the Opportunity Class (OC) Unit in Years 5 and 6.

ENROLLING IN KINDERGARTEN

Information for new families and families without sibling rights seeking enrolment in Kindergarten in 2016.

An Application to Enrol in a NSW Government school form needs to be completed as the first stage in seeking enrolment at Woollahra Public School. This form is available from the school office or can be downloaded from Department of Education and Communities website. The application to enrol is standard in all NSW Government schools and does not guarantee acceptance into the school.

Acceptance into the school is subject to meeting local resident criteria. Woollahra Public School strictly monitors the address requirements as all enrolments must reside in the school's catchment and intend on remaining in the school's catchment.

Proof of address requirements at Woollahra Public School:
To enrol in Woollahra Public School you must produce an original copy of

A: Current Residential Lease* OR Rates Notice from Woollahra /Waverley Council (the lease must be valid for at least 6 months after the 2016 beginning date – Monday 1 February)

PLUS

B: A NSW Driver’s License

PLUS

C: Copies of 3 bills in your name at the address listed in A. Acceptable bills include: electricity, gas, telephone (landline)/internet, credit card statements.

*Please complete Appendix 1 and submit with your lease agreement.

NB: 1. Additional evidence may be requested at the discretion of the Principal.
2. All documents must be produced before your enrolment application will be accepted.

Again, acceptance of the application is not an acceptance of enrolment. Confirmation of enrolment will be through a letter sent home prior to the orientation day in Term 3 2015.

ENROLMENT CEILING
An enrolment ceiling for this school has been established at 700 students. Only students in the catchment will be enrolled once the buffer level (explained in the next section) is reached. The OC enrolments, although included in this ceiling do not have to live in the designated area.

The school is currently over its ceiling and non-local enrolments cannot be accepted at this time.
This situation is current for April 2015 with a school population of 730 students.
**ENROLMENT BUFFER**
Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations, and on the number of families moving in and out of the area. **Places in the buffer will not be offered to non-local students.**

**PLACEMENT PANEL**
When demand from non-local enrolments exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel is to be determined locally but must include at least one staff member, other than the principal, and one school community member nominated by the school’s parent organisation. The panel will be chaired by the principal who will have a casting vote. While there may be consultation with the P&C, the development of criteria for the enrolment of non-local students will be the responsibility of the placement panel.

The criteria will be consistent with the general principles governing enrolment stated above. In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application and supporting documentation. The decisions made by the placement panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year. The placement panel will record all decisions.

*The school and the NSW DEC are subject to the Privacy and Personal Information Act 1998 (NSW) and the Health Records and Information Privacy Act 2002. The placement panel will operate within the guidelines of the Privacy Act and all information will be kept confidential.*

**CRITERIA FOR NON-LOCAL APPLICATIONS**
Criteria for selecting non-local enrolment applications could include one or more of the following factors. The factors listed are not in priority order. Each application will be considered in relation to the criteria listed below:
- Siblings currently attending the school in the year for which an application is made
- Proximity and access to the school
- Medical reasons
- Safety and supervision of the student before and after school
- Compassionate circumstances
- Structure and organisation of the school

*Non-local families should submit a one page letter with the enrolment form to support their application.*

**Please Note:**
- Siblings of out of area OC students WILL NOT BE AUTOMATICALLY ENROLLED. Families will need to follow the procedures for non-local placement.
- Current non-local students (pre January 2013) enrolled will maintain sibling rights into the future.
- From January 2013 any local area student enrolment whose family moves out of the local catchment area will not have automatic enrolment rights for siblings. Families will need to follow the procedures for non-local placement.
- Families living in serviced apartments will no longer be accepted.

Please be aware the ‘Declaration of Accuracy’ (p13 new enrolment form) states
‘I am aware that if the information I have given is false or misleading, any decision made as a result of this application may be changed.’

The completion of the enrolment form is an application. You will receive confirmation of enrolment during Term 3.
**WAITING LISTS**
Waiting lists will be established for non-local students if the school is close to its ceiling. Parents will be advised in writing if their child is to be placed on a waiting list. The size of the waiting list will reflect realistic expectations of potential vacancies. *Waiting lists are current for one calendar year only. You will need to contact the school office during the last two weeks of Term 4 to keep your application active the following year.*

*NB. Currently there are no waiting lists. (April 2015)*

**APPEALS**
If you wish to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The principal can assist, where required to enable the appeal to be set out in writing, by providing an interpreter. The principal will seek to resolve the matter.

If the matter is not resolved at the local level the school education director will consider the appeal and make a determination. The school education director will consult with the relevant principals and school communities as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

*Presented to P&C and ratified August 2012*
*Reviewed and ratified October 2012*
*Updated April 2015*
Statutory Declaration

OATHS ACT 1900, NSW, NINTH SCHEDULE

I, ................................................................................................... , of .................................................................,

[name of declarant] [residence]
do hereby solemnly declare and affirm that I am living at the above address, with my
child/children and it is my principal place of residence. Furthermore it is my intention to
continue to reside within the catchment area for the Woollahra Public School (as shown on
the website) for at least twelve months after my child’s commencement at the school.

I agree to provide further supporting documentation as the school requires from time to
time proving my principal residential address remains within the catchment area for
Woollahra Public School including but not limited to current residential lease or rates notice,
NSW drivers licence, electricity/gas bills, credit card statements. I understand that if false or
misleading information is provided as supporting documentation then Woollahra Public
School is not obliged to accept or continue the enrolment of my child.

........................................................................................................................................................................

And I make this solemn declaration, as to the matter (or matters) aforesaid, according to the
law in this behalf made – and subject to the punishment by law provided for any wilfully false
statement in any such declaration.

Declared at: ............................................................  on ................................................................................
[place] [date]

...............................................................................

[signature of declarant]
in the presence of an authorised witness (JP), who states:

I, ............................................................................... , a ...............................................................................,
[name of authorised witness] [qualification of authorised witness]
certify the following matters concerning the making of this statutory declaration by the person who
made it: [* please cross out any text that does not apply]*

1.  *I saw the face of the person OR *I did not see the face of the person because the person was
wearing a face covering, but I am satisfied that the person had a special justification for not
removing the covering, and
2.  *I have known the person for at least 12 months OR *I have confirmed the person’s identity using an
identification document and the document I relied on was .........................................................
[describe identification document relied on]

.........................................................................           ..............................................................................

[signature of authorised witness] [date]

In accordance with Section 25 of the Oaths Act 1900 NSW any person who wilfully and
corruptly makes and subscribes any such a Statutory Declaration, knowing the same to be
untrue in any material particular, shall be guilty of an indictable offence and liable to
imprisonment for 5 years.