



# Yeo Park Infants School

Learning and Growing Together

Victoria Street ASHFIELD NSW 2131

T. 02 9798 7560 E. [yeoparkinf-p.school@det.nsw.edu](mailto:yeoparkinf-p.school@det.nsw.edu)

## ENROLMENT PROCEDURES

### 1. Enrolment Principles and Guidelines

The enrolment of students at Yeo Park Infants School is consistent with the Department of Education (DoE) Policy, with particular attention paid to the following principles:

- Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated.
- The boundary of our intake area (as in place October 2020) is clearly marked on the School Catchment Map from the DoE Demographer (attachment A).
- The decision on where to enrol a student and, with what level of support, will depend on a number of factors, including the student's educational needs, the express desires of parents, the capacity of the system to provide the level of support services required generally and at a particular location, and the availability of support services at alternative locations.
- In the context of the above principles and their application, no person will be discriminated against in the enrolment on the grounds of their gender, age, race, religion, ethnicity, disability, sexual preference or marital status.

#### 1.1 Kindergarten enrolments

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before July 31st. Documentation including birth certificate or passport and immunisation certificate is required on enrolment. Parents who do not have their child immunised will be required to keep their child at home during an outbreak of a vaccine prevented disease.

### 2. Enrolment Cap

The current Kindergarten to Year 2 enrolment cap for Yeo Park Infants School has been established at 4 classes. Once this number of classes has been reached, in general, children who do not live within the designated intake area will not be enrolled.

### 3. Enrolment Buffer

Within the enrolment cap, a buffer will be determined to accommodate in area students arriving throughout the year. The size of the buffer will be based on historical data, enrolment fluctuations and on the number of families moving in and out of the area. Places in the buffer will not be offered to out of area children except on compassionate grounds.

### 4. Non-Australian Citizens

Non-Australian citizens holding a visa granting *permanent residence*, New Zealand citizens holding a current New Zealand passport and permanent residents of Norfolk Island are eligible for enrolment and are not liable to pay the Temporary Visa Holders Education Fee. The school must sight the originals of passports and other travel documents and record the details of these documents before enrolment. Applicants in this category are required to be permanently residing in the designated intake area at the time of making an application to the school.

### 5. Proof of Residency

The school will seek evidence demonstrating the child's place of residence. Schools that are above or near their buffer level use the **100-point residential address check** (attachment B) to verify that the student being presented for enrolment lives within the intake area. The boundaries of Yeo Park Infants School catchment area are determined by the NSW Department of Education and may change at any time.

## **6. Enrolment processes and procedures for in-area Enrolment K-2 (Attachment A & B)**

Students are enrolled at Yeo Park Infants School in accordance with the guidelines of the NSW Department of Education. A student is entitled to enrol at Yeo Park Infants School if the child's permanent and principal place of residence is situated within the designated catchment area and the child is eligible to attend school.

**6.1** Yeo Park Infants School shares an enrolment catchment with Ashbury Public School and Summer Hill Public School.

**6.2 Special Circumstance** – Ashbury Public School or Summer Hill Public School are considered the local schools for students who are transitioning from Year 2 at Yeo Park Infants School into Year 3.

## **7. Out of area enrolments**

For out of area enrolments to be considered a sufficient enrolment buffer must exist for eligible in area enrolments and the school is within its enrolment cap. Parents must complete a written out of area application. Where a local school does not support the application, the enrolment may be declined before the enrolment panel.

**7.1** Criteria for selecting out of area enrolment applications may include one or more of the following factors. The factors are listed in priority order:

- siblings of students currently enrolled in Yeo Park Infants School, Ashbury Public School or Summer Hill Public School.
- exceptional compassionate grounds e.g. medical, disability or family.
- safety and supervision of the student before and after school.
- proximity and access to the school.

The Enrolment Panel reserves the right to consider and accept special case applications. When parents are addressing the criteria, it should be clear and concise and specifically prove the case for enrolment of the student, to the placement panel. Appropriate documentation relating to the criteria should be included as the placement panel will base their decision on this information. The enrolment panel will determine the priority of each application.

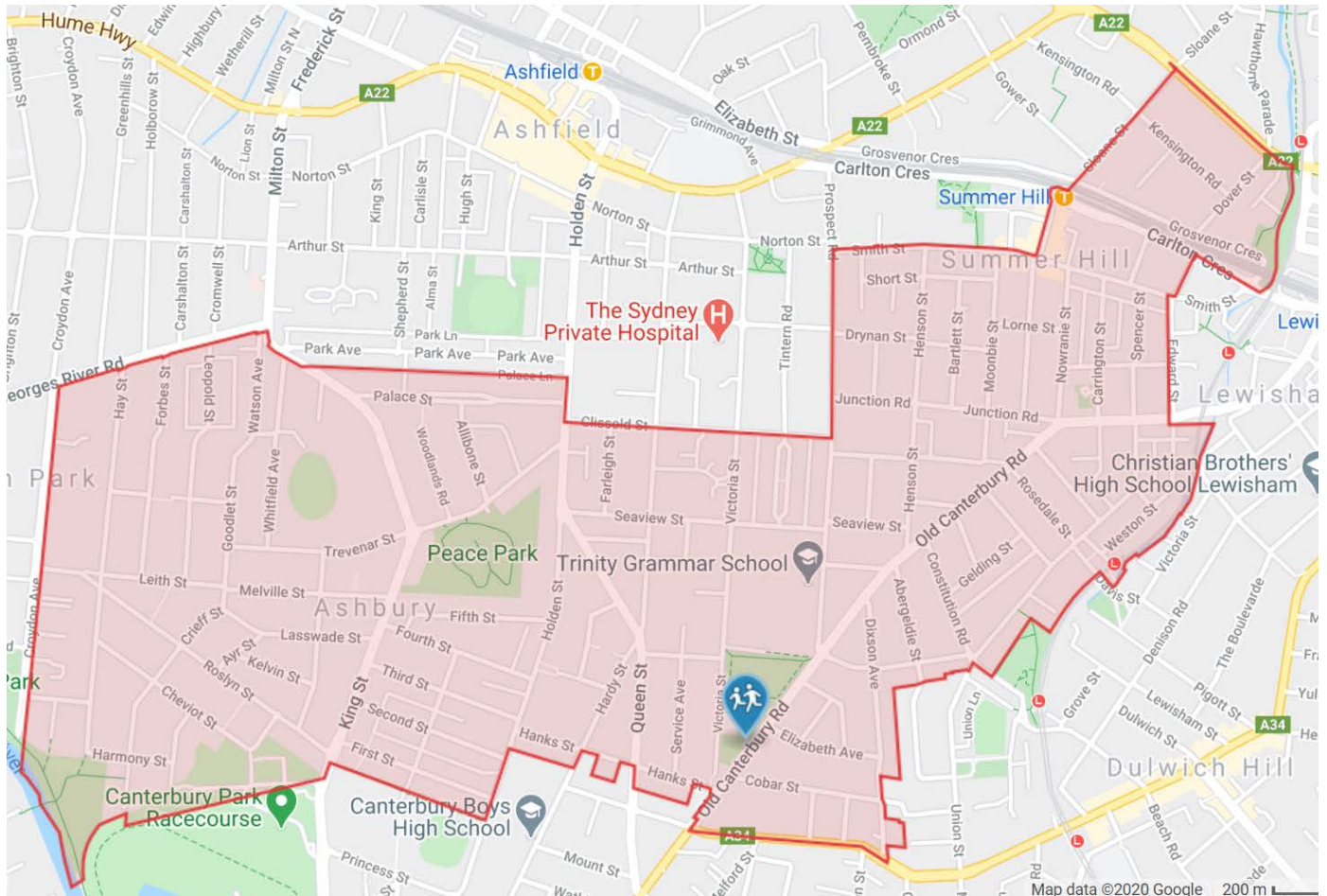
**7.2** *Waiting lists.* Waiting lists may be established for non-local students. Waiting lists are current for one year.

**7.3** *Appeals.* The purpose of an appeal is to determine whether the stated criteria have been applied equitably. Appeals against a decision of the Enrolment Panel should be made in writing to the Principal. The Principal will consider the appeal and make a determination. The parent will be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director Educational Leadership.

Attachment A: Yeo Park Infants School catchment area map (available online at DoE school locator)  
Attachment B: Residential address check  
Attachment C: Application for out of area enrolment at Yeo Park Infants School

**Date of policy:** **October 2020**

## Yeo Park Infants School Catchment Area Map (current as of September 2020)



# 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) 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 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 three months old

### More information

Contact your local school or visit  
<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

This section must be completed if a student resides outside the local catchment area for Yeo Park Infants School.

Full name of student: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Grade applying for: \_\_\_\_\_  
Starting year/date: \_\_\_\_\_

[illegible]

Name of parent/carer completing this application: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Place available: YES / NO      Parent advised on:      ☐ Email      ☐ Phone

Principal comment and recommendation

Signature: \_\_\_\_\_ Date: \_\_\_\_\_