



McCALLUMS HILL PUBLIC SCHOOL

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McCallums Hill Public School Enrolment Policy

Students are enrolled at McCallums Hill Public School in accordance with the guidelines of the NSW Department of Education and Training. This policy is to be read in conjunction with the Department of Education Enrolment of Students in NSW Government Schools located at www.det.nsw.edu.au.

Rationale

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 and that the child is eligible to attend. The intake area of McCallums Hill Public School has been determined by the Department of Education. Non-local enrolments will only be considered where a vacancy exists within the relevant grade. No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements. In the context of the above provisions and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Local Enrolment

A student is entitled to enrol at McCallums Hill Public School if:

- The child's home is situated within the designated intake area. Proof of residence is required to substantiate the application. The school requires 100 points of evidence as per the following table. Documentation must be in the parent/s name and documents will be confirmed by the school
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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

- The child is eligible to attend school. Children may enrol at the beginning of Kindergarten if they turn five years of age on or before 31 July in that year. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.

Non-local enrolments

McCallums Hill Public School must ensure that there are sufficient places for eligible local children to enroll throughout the year. Where spare permanent accommodation exists, non-local placements must not generate demand for extra staff or create disruption to school routine.

Enrolment Panel

The McCallums Hill Enrolment Panel has been established to consider applications for non-local enrolment. Membership of this panel is an assigned Assistant Principal, a staff member, and a parent representative nominated by the P&C. The panel is to be chaired by the Assistant Principal.

Only those applications presented in writing will be considered.

The Enrolment Panel is chaired by the Assistant Principal. The Assistant Principal has the casting vote. Decisions made by the Enrolment Panel must be made within the criteria for out-of-area enrolment.

Criteria for Non-local enrolment

- (A)** Acceptance of the enrolment will not create the need for additional staff and accommodation under any circumstances.
- (B)** If criterion (A) is met, the following could permit acceptance of an application:
- a.** Older siblings still enrolled at MHPS but family has moved out of the enrolment area.
 - b.** Siblings are already enrolled at MHPS.
 - c.** Siblings used to attend MHPS.
 - d.** Proximity and access to MHPS.
 - e.** Before and after school care arrangements.
 - f.** Special interests and abilities (for example creative arts or Language classes)
 - g.** Substantial student welfare reasons.
 - h.** Exceptional compassionate circumstances.

The enrolment panel will record all decisions and maintain minutes of the meetings. These are to be made available on request to the Director, Educational Leadership. Parents are informed, in writing, of the panel's decision.

Priority Lists

A priority list might be established for non-local applications. The enrolment panel will determine the priority of each application. The priority order will be reviewed periodically.

Appeals

Appeals are to be dealt with in the first instance by the school. The appeal should be made in writing to the Principal. Where the appeal is not resolved at the school level, the Principal will request the Director, Educational Leadership to consider the matter. All documentation relating to the school's decision must be forwarded to the Director, Educational Leadership.

Georgia Constanti
Principal 25 October 2019