



## ENROLMENT PROCEDURES (K-2)

Updated July 2022

### 1. Enrolment Principles and Guidelines

The enrolment of students at Bankstown South 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 and that the child is eligible to attend.
- Children living in the intake area will be enrolled in accordance with the policies of the DoE. The boundary of our intake area is clearly marked on the School Catchment Map from the DoE Demographer (attached).
- 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, which clearly constrain an individual's choice of provision, 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.

#### 1.2 Preschool enrolments

Children may enrol in preschool at the beginning of the school year if they turn four years of age on or before July 31st. Documentation including birth certificate or passport and immunisation certificate is required on enrolment.

#### 1.3 Early Intervention enrolments

Parents who wish to enrol their child in the Early Intervention or Support Classes are required to apply by submitting an Access Request through their in-area school. All Access Requests are reviewed at a placement panel held by the local network. The panel prioritises students according to need and notify parents if their child has been successful in gaining a place. When the offer of placement has been accepted, normal school enrolment procedures are followed.

## **2. Enrolment Cap**

A current Kindergarten to Year 2 enrolment cap for Bankstown South Infants has been established at 6 classes. Once this number of enrolments has been reached, in general, children who do not live within the designated intake area will not be enrolled. This cap does not take into account preschool enrolments, for which separate procedures exist. Please refer to the Preschool enrolment procedures.

## **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 that the child's place of residence is within the designated intake area and uses a 100-point residential address check to determine student's entitlement to enrol at the school. (See Attachment C)

Please be aware of the following paragraph on the front page of 'Application to enrol in a NSW government school' which states:

'Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.'

Please also note the following:

A child enrolling at Bankstown South Infants School is required to live with his/her parents or legal guardians. Staying with a relative or friend does not qualify a child as "a resident". Proof of Guardianship must be supported by the relevant papers endorsed by the Family Court of Australia. Applicants are required to be permanently residing in the designated intake area at the time of making an application to the school.

If the child's place of residence changes at any time after the child commences school, the child's parent or guardian must notify the school immediately so that the school records remain accurate.

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

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

- 6.1** Bankstown South Infants School shares an enrolment boundary with Bankstown Public School and Punchbowl Public School. Where parents have students enrolled in one school and wish to move to the other (K-2), extenuating circumstances will need to be provided to support a new enrolment application. When the movement of students between schools is being considered, a panel will be formed which will include the Principals of both schools and the parent/s. Other members of the enrolment panel will be decided on a case-by-case basis at the discretion of the receiving Principal.
- 6.2** Special Circumstance - Padstow North Public School is considered the local school for students at Bankstown South Infants School who are transitioning from Year 2 to Year 3. In all other cases, for K-2 students in the designated local intake area for Bankstown South Infants School, Padstow North Public School is not the local school. These students will not be considered for K-2 enrolment at Padstow North Public School

## **7. Out of area enrolments K-2**

An out of area enrolment is a student whose permanent and principal place of residence is beyond the designated intake area. 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. Oral or other submissions will not be accepted. The principal will contact the local school and discuss the enrolment with the local principal. Where a local school does not support the application, the enrolment may be declined before the panel.

- 7.1** Decisions regarding non-local offers of placement will be made across all criteria. No single criterion will guarantee selection. Criteria for selecting out of area enrolment applications may include one or more of the following factors. The factors listed are in priority order:
  - siblings of students currently enrolled in Bankstown South Infants School or Padstow North Public School.
  - students currently enrolled in the Bankstown South Infants Preschool.
  - exceptional compassionate grounds eg medical, disability or family.
  - safety and supervision of student before and after school.
  - curriculum and school programs.
  - proximity and access to the school.

The Enrolment Panel reserves the right to consider and accept special case applications. The Enrolment Panel has the authority to give priority of criteria for successful 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. The panel will evaluate the application and make a recommendation to accept or reject the application based against the criteria.

Appropriate documentation relating to the criteria should be included as the placement panel will base their decision on this information. Applications are often rejected based on insufficient documentation and an inappropriate case. Applications containing false or misleading information will be rejected. Out of area students will be requested to submit an application for out of area enrolments by 31 July. Applications received by 31 July will be placed on a waiting list. The

enrolment panel will determine the priority of each application. The priority order of the waiting list will be reviewed periodically.

## **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.

Implementation Date

Term 1, 2020

Attachments Following:

Attachment A: Bankstown South Infants School Catchment Area Map

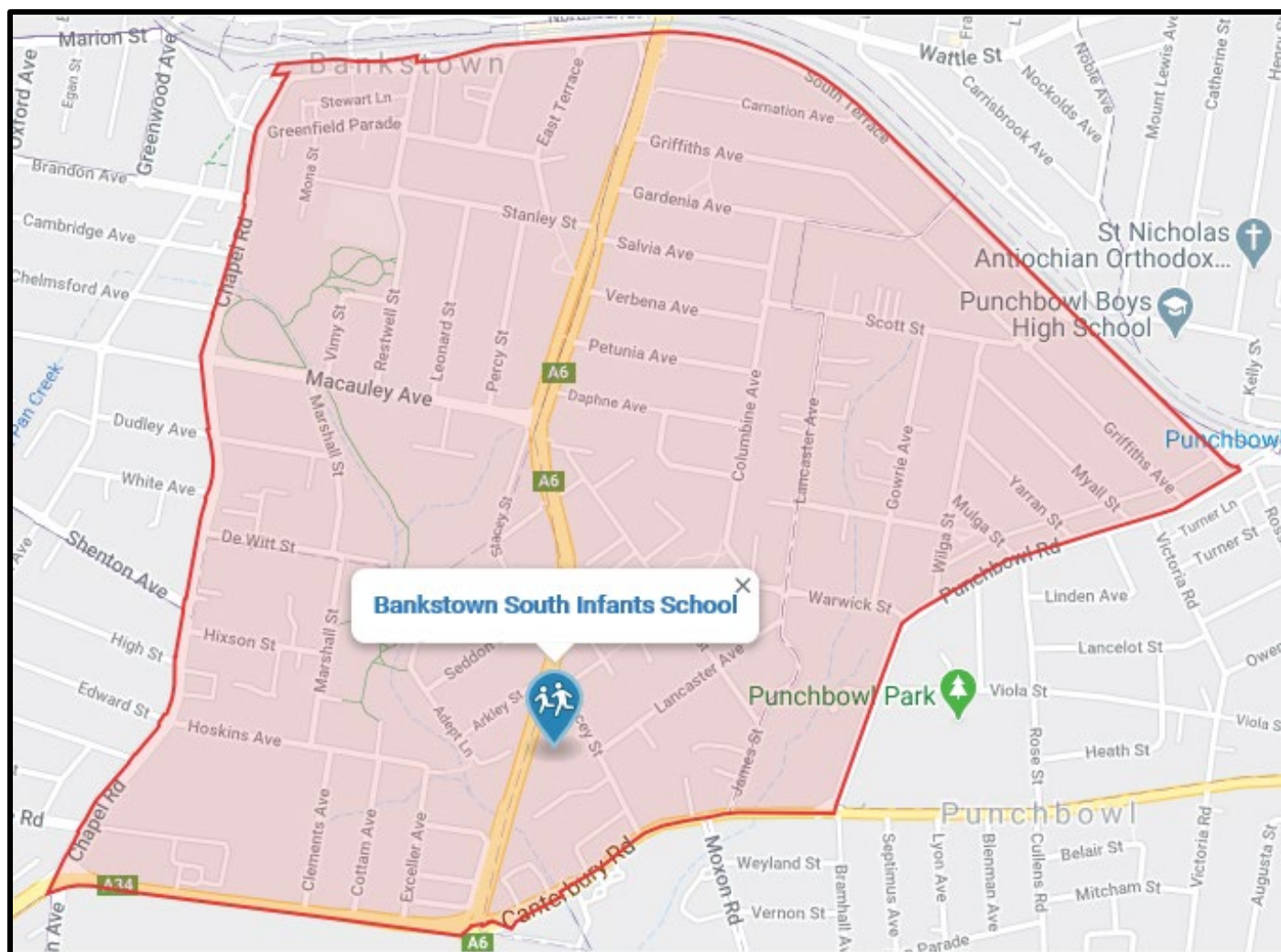
Attachment B: Street Inclusions/Exclusions (pertaining to boundary streets)

Attachment C: 100 points of Identification and required documents

## Document A:



### Bankstown South Infants School Catchment Area Map



## **Document B:**



### **Street Inclusions/Exclusions (pertaining to boundary streets)**

## **Streets in Area for Bankstown South Infants School**

Archer Crescent	Marshall Street
Arkley Street	Megan Avenue
Aster Avenue	Meumea Street
Adept Lane	Michaels Crescent
Boxley Crescent	Michaels Crescent
Carnation Avenue	Mona Street
Canterbury Road 101-185 ODD	Morsan Lane
Chapel Road South upto 301 ODD	Mawson Street
Clemence Avenue	Mulga Street
Columbine Avenue	Myall Street
Cottam Avenue	Neville Lane
Cross Street	Nevada Crescent
Daphne Avenue	Noumea Avenue
Dellwood Street	Percy Street
Dewitt Street + Lane	Petunia Avenue
East Terrace	Pratten Lane
Exceller Avenue	Punchbowl Road from 767-1111
Fortril Avenue + Lane	Raymond Street
Fitzpatrick Lane	Restwell Street
Gardenia Avenue	Ross Street
Gartmore Avenue	Saladine Avenue
Gowrie Avenue	Salvia Avenue
Greenfield Parade	Scott Street
Griffiths Avenue	South Terrace
Gillian Place	Stacey St. + Stacey St South -210
Hixson Street	Stanley Street
Homedale Road	Sunny Crescent
Hoskins Avenue	Sweethaven Street
James Street	Steward Lane
John Street	Sweethaven Street
Lancaster Avenue	Topaz Place
Lavender Avenue	Verbeena Avenue
Leonard Street	Vimy Street
Lopaz Lane	Warren Avenue
Loder Lane	Warwick Street
Macauley Street	West Terrace
Mc Donald Lane	Wilga Street
Maklson Street	Yarran Street
Marcella Street	

## Document C:



### 100 points of Identification and required documents

As part of the Department of Education's requirement to enrol your child at Bankstown South Infants School and Preschool the following documents must be supplied to the school at the time of submitting your application.

- ☐ **Child's birth certificate**
- ☐ **Child's proof of residency** (if child or one or both parents born overseas)  
This can include – Child's Australian passport, Citizenship papers or Visa Documents.
- ☐ **Child's immunisation history statement** (printout from Medicare – blue books not accepted)
- ☐ **Proof of address** (100 points worth of documents must be supplied – see the table below)

Documents showing the full name of the child's parent		Points
<b>Only one of (i.e. no additional points for additional documents)</b> <ul style="list-style-type: none"><li>Council rates notice</li><li>Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt</li><li>Exchanged contract of sale with settlement to occur within the applicable school year</li></ul>		40
<b>Any of the following</b> <ul style="list-style-type: none"><li>Private rental agreement for a period of at least 6 months</li><li>Centerlink payment statement showing home address</li><li>Electoral roll statement</li></ul>		20 each
<b>Any of the following – current or no more than 3 months old</b> <ul style="list-style-type: none"><li>Electricity or gas bill showing the service address</li><li>Water bill showing the service address</li><li>Telephone or internet bill showing the service address</li><li>Drivers licence or government issued ID showing home address</li><li>Motor vehicle registration or CTP insurance policy showing the home address</li><li>Statutory declaration stating the child's residential address, how long they have lived there and any support information or documentation of this.</li></ul>		15 each