

Enrolment Policy

Policy based on the Department of Education and Communities Enrolment Policy 'Enrolment of Students in Government Schools: A Summary and Consolidation Policy'. August 1997; Updated April 2023

Local Enrolment

A local enrolment is a student whose permanent residence is situated within the designated local enrolment area. Please refer <https://schoolfinder.education.nsw.gov.au/> which will clearly state the local school for your home address.

Applicants residing in the school's designated local area should complete and submit the online form *Application to Enrol in a NSW Government School*. This is available on our website: <https://westpenhil-p.schools.nsw.gov.au/about-our-school/enrolment.html> This form may be submitted to the school at any time throughout the course of the year.

The school will seek evidence demonstrating local residence status through the provision of current original documents. These are:

- Property ownership or tenancy documents in the name of the applicant's parent e.g. a rate notice or tenancy agreement
- Utility account statements eg water, electricity, telephone or gas bills. This must display the name and local address of the applicant's parent

Visa status of Non-Australian Citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit)

Guardianship arrangements for enrolling students will need to be confirmed with the school by the students' parents.

Non-Local Enrolments

A non-local enrolment is a student whose permanent residence is beyond the designated local enrolment area.

Places for non-local applicants will be considered in light of the whole school and each academic year's figures, given:

- The number of teaching spaces available, **and**
- That sufficient buffers be left to accommodate possible new local enrolments throughout the school year

Non local applicants should complete and submit the online application for out of area enrolments. The applications will be considered by the placement panel. All non-local applicants will be referred back to the

Principal of their local school to discuss their reasons for their non-local application prior to their application being considered.

Non local enrolment applications will be considered with reference to each applicant's residential address and the following criteria:

1. Compassionate circumstances of a serious matter
2. Proximity and access to the school
3. Siblings of a child currently enrolled at West Pennant Hills Public School

Please Note: Satisfying one or more of these criteria does not guarantee enrolment. An offer of enrolment will only be made to non-local applicants if places are available

Non-local applicants who are made offers of enrolment will be required to complete and submit the form *Application to Enrol in a NSW Government School* prior to their enrolment being finalised and commencement of attendance at school.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved the Director of Schools will consider the appeal and make a determination. The Director of Schools will consult with the Principal and the school community as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

International Fee Paying Students

International fee paying students may apply for enrolment at this school.

Their applications must be made using the NSW Government Schools International Students Application Form through the International Students Centre. The Centre is responsible for the verification of status of these students.

The school will consider these applications in light of the availability of places.