



Blackheath Public School

Leichhardt Street

Blackheath NSW 2785

Phone (02) 4787 8253 **Fax** (02) 4787 8320

Email blackheath-p.school@det.nsw.edu.au

Web <http://www.blackheathp.schools.nsw.edu.au/>



Blackheath Public School Enrolment Procedure

Introduction

Blackheath Public School's enrolment procedure has been developed to meet the needs of the local community. This policy has been developed in accordance with the Department of Education Policy *Enrolment of Students in NSW Government Schools PD20020006/V02*

Blackheath Public School is renowned for providing outstanding educational opportunities where all students take pride in their achievements. Blackheath Public School is committed to being a local comprehensive public school catering for students living in the local intake area. Blackheath Public School has an excellent reputation in the community for its academic, sporting, cultural and welfare programs that cater for the varied needs of the student population.

Policy

Blackheath Public School is committed to ensuring that students residing in the school intake area are enrolled at Blackheath Public School. The Enrolment of Students in NSW Government Schools policy is in place to assist NSW Public Schools to meet their obligations under the Education Act 1990 - to ensure that every student has a place at their local school. The Department of Education is committed to providing high quality education to all students enrolled in government schools. The Education Act 1990 mandates that all children must be in compulsory schooling by 6 years of age. Parents may apply to enrol their child at any school, however are entitled to enrol their child at the local school within the designated intake area which the child is eligible to attend. The Secretary, Department of Education designates local intake areas as developed by School Infrastructure NSW in consultation with the principal, school community and Director, Educational Leadership. The *School Finder* tool provides information about school intake areas to assist parents in determining their child's local school. The areas identified in School Finder are subject to change.

- All school-aged students residing within the designated school intake area are entitled to enrol at Blackheath Public School.
- Blackheath Public School has a designated enrolment cap which is set by the Department of Education
- The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. The enrolment cap indicates whether Blackheath Public School may or may not have the capacity to accept non-local enrolments. *It is not a target or limit on the number of local enrolments Blackheath Public School can take.*
- Within the enrolment cap, a number of enrolment places (the buffer) must be kept aside for the likely number of local students who will need to enrol during the year.
- At Blackheath Public School this enrolment buffer (the buffer) is 2 student places per grade. This buffer is subject to change.

Parents planning to enrol their child at Blackheath Public School will be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area. This means parents will need to provide documents to verify the child's current address. So that schools only seek information relevant to the child's enrolment, a list of approved documents for the residential address check is available from the school or the department's website at: <https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/Residential-address-check.pdf>

- Families residing outside the local enrolment area are able to apply to enrol as a non-local enrolment at Blackheath Public School. A non-local application must be completed and supplied to the school, along with any supporting documentation.
- Sibling enrolments are clearly prioritised (where possible) and selection criteria for non-local enrolment will not include student ability, performance or achievement



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Local Enrolments

- All students residing in the Blackheath Public School designated intake area, at time of enrolment, are eligible to enrol at Blackheath Public School.
- Parents planning to enrol their child at Blackheath Public School will be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area. This means parents will need to provide documents to verify the child's current address. So that schools only seek information relevant to the child's enrolment, a list of approved documents for the residential address check is available from the school or the department's website at <https://education.nsw.gov.au/public-schools/going-to-a-public-school/media/documents/Residential-address-check.pdf>

Non-Local Enrolment Panels

The enrolment panel at Blackheath Public School consists of:

- member of the executive staff (as chairperson)
- teaching staff member
- school community member/s (nominated by the school's parent organisation).

Please Note: The Principal of Blackheath Public School is not a member of the enrolment panel.

The non-local enrolment panel at Blackheath Public School considers applications when demand for non-local places exceeds the number of non-local places available.

Criteria for the Non-Local Enrolment Panel

Criteria for non-local enrolment applications at Blackheath Public School in priority order consists of:

1. siblings already enrolled at the school
2. safety and supervision of the student, including before and after school
3. medical reasons
4. proximity and access to the school
5. compassionate circumstances
6. recent change in the local intake area boundaries
7. structure and organisation of the school

Enrolment Panel

- The chairperson ensures that the established criteria are applied equitably to all applicants.
- The school will notify parents of the result of their application.
- Parents may request a written explanation of the decisions of the panel.
- The enrolment panel will meet each term to assess any non-local applications
- A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only.
- The waiting list is determined by the enrolment panel.
- Parents are advised in writing if their child is to be placed on a waiting list and their position on it.
- The length of the waiting list should reflect realistic expectations of potential vacancies.



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Enrolment Panel Appeals

- Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.
- The purpose of the appeal is to determine whether the stated criteria have been applied equitably.
- The parent should 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.

The Blackheath Public School Enrolment Procedure is consistent with the NSW Department of Education Enrolment Policy Department of Education Policy.

Enrolment of Students in NSW Government Schools PD20020006/V02

Further information can be accessed at the links below:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/media/documents/changes-to-the-enrolment-policy-for-parents.pdf>

<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>