



STUDENT ENROLMENT AT ROSEVILLE PUBLIC SCHOOL

Before lodging Student Enrolment forms with the school please ensure **ALL** of the items listed below are attached:-

Parent Check	Item	Office Verification
	New South Wales Department of Education Student Enrolment Form	
	Australian Citizens: Australian Birth Certificate or Australian Passport. (If supplying an Australian Birth Certificate showing both parents born overseas copies of residency visas or proof of Australian citizenship will be required.	
	Overseas Students: Must show overseas passport and proof of Australian residency visa	
	Original Immunisation record	
	4 original (current) proofs of principal place of residence as stated on the Enrolment Policy (enclosed)	
	Special Religious Education and Special Education in Ethics – Participation letter	

Please Note

1. No enrolment Applications will be actioned without all of these items being verified by one of our Enrolment Officers.
2. Principal place of residence **must** be re-confirmed at the commencement of the school year prior to your child's entry to class **on the first day attendance.**



Special Religious Education and Special Education in Ethics Participation Letter

A feature of the public education system in NSW is the opportunity to provide time in class for education in ethics, faith and morality from a religious or non-religious perspective at the choice of parents.

The school website (<https://roseville-p.schools.nsw.gov.au/>) provides information on these options to support parent/carer choice.

A parent/carer may notify the school in writing at the start of Term 1 or start of Term 3 that they wish to change their decision. Students will continue the same arrangement as the previous year, unless a parent/carer has requested a change in writing.

For more information about Special Religious Education (SRE) and Special Education in Ethics (SEE), including the list of approved providers, please visit: <https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-across-the-curriculum/religion-and-ethics>

If your preferred SRE or SEE option is not available please contact the approved provider. Students not attending SRE or SEE are given supervised alternative meaningful activities.

The following options are available at (Roseville Public School). Please choose one.

SRE Options

- Option 1: Catholic
- Option 2: Protestant
- Option 3: Jewish
- Special Education in Ethics – Primary Ethics

OR

- Please check this box if you do not wish for your child to attend SRE. Your child will participate in alternative meaningful activities.

Student name: _____ Year: _____

Signature of parent/carer: _____ Date: _____

ROSEVILLE PUBLIC SCHOOL ENROLMENT POLICY



1. Local Enrolment

- 1.1. Our designated local enrolment area is determined by the Department of Education and Training and shown on maps available from the school office. Your child is eligible to enrol at the school if your **child's permanent and principal place of residence** is within the designated local enrolment area.
- 1.2. The school will seek evidence demonstrating local resident status through the provision of current original documents. These are:
 - (a) property ownership or tenancy documents in the name of the applicant's parent eg rate notice or tenancy agreement
 - (b) three utility account statements (water, electricity, telephone, gas) displaying the name and local address of the applicant's parent. Property owners must include a recent Sydney Water account in the name of the parent.

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence which has a penalty of up to 2 years imprisonment, \$22,000 fine or both – section 307B of the Crimes Act 1900. In addition, the Enrolment Committee has the authority to terminate enrolments if documents are subsequently found to be false or misleading.

- 1.3. In the rare instances when current property ownership or tenancy documents cannot be submitted then parents will be required to explain their circumstances in person at a meeting of the Enrolment Committee. This will need to include explaining why the property ownership or tenancy documents cannot be produced at this time and other evidence supporting the address of the child's permanent place of residence, length of time in which the child has resided at that address and intends to reside at that address.
- 1.4. For students entering Kindergarten the principal place of residence must be re-confirmed at the commencement of the school year prior to the child's first day of attendance. An original and current utilities or services bill must be presented to the school.
- 1.5. Siblings of students no longer currently living in area will have to make application as a Non local. Offers of enrolment to non local applicants may only be made when places are available.
- 1.6. Visa status on non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).
- 1.7. If your child's principal place of residence changes at any time after your child commences school, you **MUST** notify the school immediately so that school records remain accurate.

2. Non Local Enrolment

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

2.1. Guidelines for non local enrolment applications have been determined by the School's Enrolment Committee and the School Council.

2.2. In accordance with the Department's principles, the following guidelines will apply:

2.2.1 School boundaries will be **strictly** observed, and no students from outside the designated local area ('non local students') will be enrolled, unless they are offered a place in accordance with this Policy.

2.2.2 Non local students will be asked to submit applications for non local enrolments by 31st July. Applications received by 31st July will be placed on a waiting list.

2.2.3 Applicants must be advised that there is no guarantee that any non local enrolments will be offered. They are also entitled to know the criteria to be applied if non local enrolments are to be offered.

2.2.4 At the end of August:

- an Enrolment Committee must be formed by School Council, comprising (at least) the Principal, one other staff member and a member of the school community nominated by the School P & C Committee.
- the Enrolment Committee must determine from the following criteria if any 'non local' places are to be offered:
 - siblings of current students
 - proximity to the school
 - proximity to specific neighbouring public schools
 - for specific grades other than kindergarten, any special abilities of the student in nominated areas which match the School's objectives
 - siblings of former students.
- It is unlikely that a final decision will be reached until Term 4.

2.2.5 The Principal, in consultation with the School Council, will determine the number of places, if any, to be offered to non local students in each grade. This determination will be based on the Principal's assessment of the likelihood that, with new local area enrolment applications, the student numbers for the next year will be below the desirable minimum number, and any other relevant factors.

2.2.6 If the Principal determines that non local places will be offered, the Enrolment Committee must make recommendations to the Principal as to which 'non local' student(s) should be offered a place, based on a fair application of the criteria.

2.2.7 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 at the local level the school education director will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.