



# Roseville Public School

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## **Roseville Public School – Enrolment Policy**

Students are enrolled at Roseville Public School in accordance with the guidelines of the NSW Department of Education. This policy should be read in conjunction with the DoE Enrolment of Students in NSW Government Schools located at [www.det.nsw.edu.au](http://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 child is able to attend. This intake area has been determined following consultation between the NSW Department of Education, Properties Directorate and Directors, Educational Leadership. Current policies do permit consideration of non-local enrolments based upon a range of criteria which are determined by the school. No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements.

### **Local Enrolment**

A student is entitled to be enrolled at Roseville Public School if:

- The child's home is situated within the designated catchment area. Proof of residence is required to substantiate the application. The school requests 100 points of identification, reflecting their address in the school's catchment area. Documentation must be in the parents/carers name. The documents will be confirmed by the school, copied and the originals will then be returned. The current catchment areas for NSW Department of Education schools can be found at <https://education.nsw.gov.au/school-finder>
- The child is eligible to attend school. Children may enrol in Kindergarten if they turn 5 years of age on or before July 31 of that year. (Applications for Early Entry can be made on rare occasions and this process can be discussed with the Principal.) Documentation providing proof of age, such as a birth certificate or passport is required. Applicants will also be asked to establish proof of identity, Australian Citizenship or either residency or visa status.
- Proof of the child's immunisation status is provided.

Roseville Public School will continue to enrol students who live in the local intake area, regardless of the school's capacity status.

### **Non-local enrolments**

Roseville Public School has a responsibility to ensure that there are sufficient places for eligible local children, consideration for both current and future needs should apply. Students who are enrolled at Roseville Public School and then move out of the catchment area will become 'out of area' enrolments. However, the position within the school will still be guaranteed. If the school is considered to be at capacity or within 10% of being at capacity, non-local applications for siblings of current students will not be guaranteed. However, they will be given priority, wherever possible, providing protection for families.

### **Placement Panel for Out of Area Enrolment Applications**

All Out of Area Enrolment Applications will be reviewed by a designated placement panel. Roseville Public School has a School Council which assumes this responsibility. The School Council comprises of staff, parent/carer and local community representatives.

### **Criteria for Out of Area Enrolment**

In line with NSW Department of Education guidelines, Roseville Public School prioritises the following criteria when assessing Out of Area Enrolment applications:

- Siblings are currently enrolled at Roseville Public School
- Extreme medical reasons
- Extreme compassionate circumstances
- Proximity and access to the school

### **Appeals**

Appeals are to be dealt with in the first instance by the school. The appeal should be made in writing to the Principal. If not resolved at a school level, the Principal will request the Director, Educational Leadership to consider the matter. The Director's determination will be based on whether the stated criteria in the school's policy have been fairly applied.