

# Teralba Public School

## Enrolment Procedures to enact the DoE Enrolment Policy.

2025



### Synopsis

This document supports Teralba Public School's implementation of the NSW Department of Education's Enrolment of Students in NSW Government Schools Policy (July 2019) and should be read in conjunction with the General Enrolment Procedures.

### Managing enrolments in schools

A student is entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice.

Acceptance is subject to the child being eligible to attend and the school can accommodate the child.

(General Enrolment Procedures: 9) Parents may enrol a child if they turn 5 years of age on or before 31 July in that year. Students identified as gifted and talented, who are aged 4 years or older at 31 January of the year of enrolment may only be enrolled in accordance with the Gifted and Talented policy. (General Enrolment Procedures: 2)

### Local Enrolment

Teralba Public School is situated in a small residential area on the north western shore Lake Macquarie.

The school zone is the area enclosed by: (please find the following on the School Finder App,

<https://schoolfinder.education.nsw.gov.au/>

1. Five Islands Road, and Racecourse Road to the east.
2. The Weir Road to the north
3. Wakefield Road to the west
4. Billy's Estate to the south

Teralba Public School enrolls students who live within the above zone. The bordering public schools are Booragul Public School, Boolaroo Public School, Fassifern Public School, Speers Point Public School and Barnsley Public School.

### Residential address check

Under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. However, any requests for proof of address must be reasonable in the circumstances. Schools that are at or nearing their local enrolment buffer as calculated in accordance with sections 9.1 and 9.2 will use the following 100- point residential address check to determine the student's entitlement to enrol at the school.

**NB:** Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check NSW Department of Education | PD/2002/0006/01/v1.0.0 10 requirements when assessing a child's entitlement to enrol at the school. If this is to occur, principals are required to seek the approval of the Director, Educational Leadership

### **Enrolment cap**

The Enrolment Cap for a school is established centrally based on permanent accommodation. The enrolment cap for Teralba Public School is 140. (General Enrolment Procedures: 9.1)

### **Local enrolment buffer – Out of Zone Application**

Within the enrolment cap, several enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. The size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area. The size of the local enrolment buffer is set locally by the principal and approved by the Director, Educational Leadership. It is reviewed annually and set in time for assessing applications for the following year's enrolment intake. Places in the local enrolment buffer are not to be offered to non-local students. (General Enrolment Procedures: 9.2)

### **The enrolment buffer for 2025 is 133**

### **Kindergarten Non-Local Enrolment.**

Teralba Public School understands the anxiety that surrounds parents of children moving into Kindergarten. The above non-local procedure still applies but staff will endeavour to ensure timeframes are suitable for the preparation of new students surrounding any non-local decision. These timeframes take into account the requirements that DoE have on the submission of anticipated and actual numbers. Parents will be informed by the end of Term 2 (in the year previous to Kindergarten starting school) and then within a two-week period of applications and principal interview, after that time.

### **Criteria**

The criteria, listed below: (General Enrolment Procedures: 9.4.2)

- Availability of vacancy in present class/stage structure according to DoE Staffing differential formula
- Siblings already enrolled
- Compassionate circumstances/Medical/health reasons
- Proximity and access to school
- Safety and supervision of the student before and after school
- Ability of the school to meet special needs; education, behavioural and/or social requirements.

### **Waiting lists**

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 his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies. (General Enrolment Procedures: 9.4.4)

### **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. If the principal is not on the enrolment panel, the principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership. (General Enrolment Procedures: 9.4.5)

**Note:** Each year, when considering applications for "Out of Zone" enrolments, the placement committee will consider the staffing differential for Kindergarten, Year 1 and Year 2. This may mean a variation of the enrolment ceiling.

## Procedures for Enrolment in Particular Circumstances

### Kindergarten Enrolment

The Principal will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children, including the policy on immunisation. Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year.

Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.

The principal is to ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children.

The principal may plan for the enrolments to occur over a number of days with all Kindergarten enrolments being completed by the end of week two of the school year.

Whilst it is the intention that children be enrolled at the beginning of the year, parents who choose to enrol eligible children after the beginning of the school year may do so, up to the end of Term 2.

The principal will enrol in Kindergarten, students on transfer and children reaching the statutory age of six years.

### Immunisation

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment in schools.

Information is contained in the booklet, Immunisation - An Essential Guide to the New School Entry Requirements, which is available from Student Welfare Directorate.

Parents have the right of not having their children immunised. However, under the Public Health (Amendment) Act 1992, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.

For more information on the enrolment procedures and requirements of the Department of Education please visit the following website. <https://ehub.enrol.education.nsw.gov.au/>