



# BONDI PUBLIC SCHOOL

## Enrolment Policy

Students are enrolled at Bondi Public School in accordance with the guidelines of the NSW Department of Education. This policy is to be read in conjunction with the [General Enrolment Procedures](#).

### Introduction

A child is 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 the child is eligible to attend. A map of the designated intake area for Bondi Public School has been included in this policy (**Appendix 1**). Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at their local school if they choose to attend it. Non-local enrolments will only be considered where a vacancy exists within the relevant grade. In the context of the above principles and their application no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

### Local Enrolment

A student is entitled to enrol at Bondi Public School if:

- The child is eligible to attend school. 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 child’s home is situated within the designated intake area: 100 points proof of residence must be provided to substantiate the application. Current documentation at the time of enrolment is to be submitted to the school.
- [Application to enrol in a NSW government school](#).

### 100-point residential address check

Document showing the full name of the child’s parent	Points
Only one of (i.e. no additional points for additional documents) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
Any of the following 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement	20 each
Any of the following documents 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child’s residential address, how long they have lived there, and any supporting information or documentation of this	15 each

\* up to three months old



# **BONDI PUBLIC SCHOOL**

## ***Enrolment Policy***

### **Enrolment Cap**

An enrolment cap for each school is established centrally, based on available permanent teaching spaces. Once this number of enrolments has been reached, in general, children who do not live within the designated intake area will not be enrolled.

### **Enrolment Buffer**

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements. Within the enrolment cap, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. Places in the buffer will not be offered to out-of-area children except on compassionate grounds.

### **Non-local Enrolments**

An out-of-area enrolment is a student whose permanent and principal place of residence is beyond the designated intake area. When the school's enrolment level is close to the local enrolment buffer, the principal is required to inform the principal of the student's local school when considering the out-of-area enrolment application, and to seek approval of the Director, Educational Leadership before making an offer to enrol the child. Bondi Public School must ensure that there are sufficient places for local children. Where spare permanent accommodation exists, non-local placements must not generate demand for extra staff.

### **Enrolment Panel**

The Bondi Public School Enrolment Panel has been established to consider and make recommendations on all non-local enrolments. Membership of this panel is the chairperson (Deputy Principal), a classroom teacher, one school administration manager/officer and a parent representative from the Parents and Citizens Association. Only those applications presented in writing will be considered.

In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form (**Appendix 2**) and not oral or other submissions. The decisions made by the enrolment panel will be made within the context of the agreed enrolment cap and the buffer retained for local students arriving later in the year. The enrolment panel will record all decisions and minutes of meetings and will be available on request to the principal and Director, Educational Leadership. The school will notify parents of the result of their application.

### **Criteria for Non-local Enrolment**

Criteria for selecting non-local enrolment applications could include one or more of the following factors. The factors listed are not in priority order. Non-local families should submit a one page letter to support their application in relation to the criteria listed below:

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school
- recent change in the local intake area boundaries



# **BONDI PUBLIC SCHOOL**

## **Enrolment Policy**

Non-local area enrolment applications are placed on a list in the order in which they are submitted to the school. The panel will apply the criteria to each application. Priority is given to siblings of currently enrolled students where possible. Criteria does not include student ability, performance or achievement.

### **Waiting List**

A waiting list (determined by the Enrolment Panel) may be established for out-of-area students according to the date in the Enrolment Application. Waiting lists are valid for one year only.

### **Appeals**

Where a parent wishes to appeal against a decision of the enrolment 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 Director, Educational Leadership (DEL) will consider the appeal and make a determination. The DEL will consult with the relevant principals and school communities as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

### **Temporary Residents**

Temporary residents must submit an application to the Temporary Residents Program to enrol in a NSW Government School in accordance with the [Enrolment of Non-Australian Citizens - Procedures and Eligibility](#). Temporary residents may be enrolled in a school if the school can accommodate the enrolment. If a school is at capacity, temporary residents must be referred to the next available school(s) with capacity.

### **International Students**

International students may submit an application to enrol to DE International in accordance with the *International Students' Enrolment Programs*. Applications are assessed against departmental and legislative requirements for eligibility. Students must have a student visa issued by the Department of Immigration and Border Protection and an Authority to Enrol (ATE) issued by DE International to enrol.

### **SUPPORTING DOCUMENTS**

Appendix 1: Bondi Public School intake Area Map

Appendix 2: Application for non-enrolment

### **DOCUMENT HISTORY**

This document was developed in Term 3, 2019

**Implementation Date:** Term 4, 2019

**Last Edited:** Term 4, 2019

**Approved by:** Ms Olivia Parry, Acting Principal - Bondi Public School

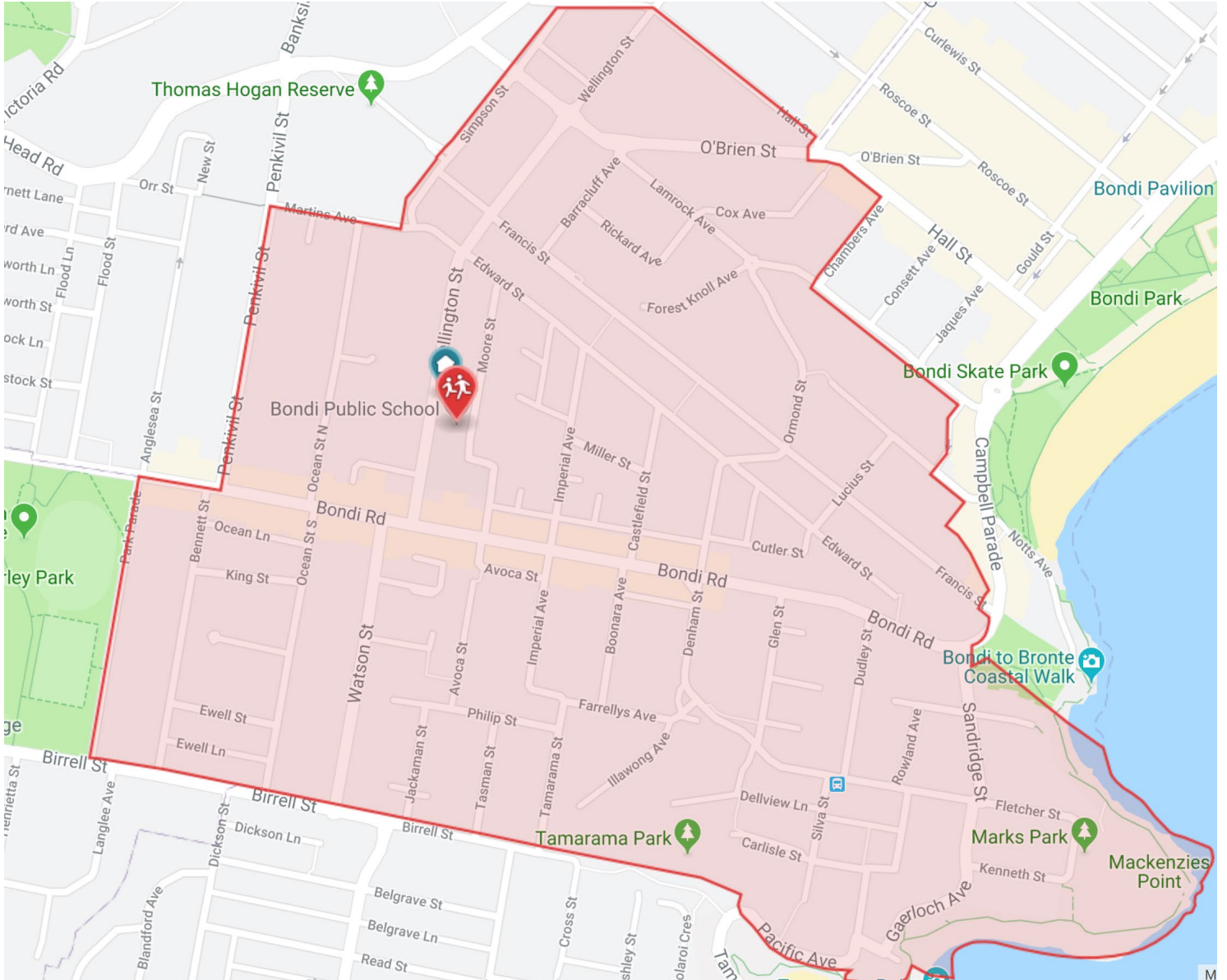
Bondi Public School enrolment procedures have been designed to align with the [General Enrolment Procedures-Implementation Documents for Enrolment of Students in NSW Government School Policy](#)



# BONDI PUBLIC SCHOOL Enrolment Policy

## Appendix 1

### Bondi Public School intake area map - 2019



To find your local school please visit the [NSW Public School Finder](#).



# BONDI PUBLIC SCHOOL

## Enrolment Policy

### Appendix 2

**Bondi Public School**  
**Application for non-local enrolment**

#### **Student Information**

Family Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Given Name(s): \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent/carer name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Current school: \_\_\_\_\_

Current scholastic year (K-12): \_\_\_\_\_

#### **Non local school placement request**

Proposed scholastic year (K-12): \_\_\_\_\_ Proposed date for enrolment: \_\_\_/\_\_\_/\_\_\_

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria, and attach supporting documentation:

---

---

---

---

---

---

---

---

Signature of parent/carer: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

#### **School use only**

Date received: \_\_\_/\_\_\_/\_\_\_ Places available: \_\_\_\_\_

Parents advised on: \_\_\_/\_\_\_/\_\_\_

Designated local school: \_\_\_\_\_

Notes:

---

---

---