

# OATLEY WEST



Learning to Live - Living to Learn

## PUBLIC SCHOOL

# ENROLMENT PROCEDURES

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## ENROLMENT PRINCIPLES AND GUIDELINES

The enrolment of students at Oatley West Public School is consistent with the Department of Education (DoE) Policy, with particular attention paid to the following principles:

- 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 the child is eligible to attend.
- Children living in the intake area will be enrolled in accordance with the policies of the DoE. The boundary of our intake area is clearly marked on the School Catchment Map from the DoE Demographer (attached).
- The decision on where to enrol a student and, with what level of support, will depend on a number of factors, including the student's educational needs, the express desires of parents, the capacity of the system to provide the level of support services required generally and at a particular location, and the availability of support services at alternative locations.
- In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in the enrolment on the grounds of their gender, age, race, religion, ethnicity, disability, sexual preference or marital status.



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## ENROLMENT PROCESSES AND PROCEDURES IN-AREA ENROLMENT

Students are enrolled at Oatley West Public School in accordance with the guidelines of the NSW Department of Education. A student is entitled to enrol at Oatley West Public School if the child's permanent and principal place of residence is situated within the designated intake area and the child is eligible to attend school.

Non-Australian citizens living in area are ineligible to attend Oatley West Public School. See the section on Non Australian Citizens.

## ENROLMENT CAP

A current enrolment cap for Oatley West Public has been established at 418 students (18 permanent teaching spaces with an average of 23.1 students per class). This number of enrolments has been reached, therefore, children who do not live within the designated intake area will not be enrolled.



## LOCAL ENROLMENT BUFFER

Within the enrolment cap, a buffer will be determined to accommodate in-area students arriving throughout the year. The size of the buffer will be based on historical data, enrolment fluctuations and on the number of families moving in and out of the area. Places in the buffer will not be offered to out-of-area children.

## PROOF OF RESIDENCY

The school will seek evidence demonstrating that the child's place of residence is within the designated intake area and uses a 100-point residential address check to determine student's entitlement to enrol at the school (See Figure 1.0).

Please be aware of the following paragraph on the front page of 'Application to enrol in a NSW government school' which states:

*'Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.'*





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Please also note the following:

A child enrolling at Oatley West Public School is required to live with his/her parents or legal guardians. Staying with a relative or friend does not qualify a child as "a resident". Proof of Guardianship must be supported by the relevant papers endorsed by the Family Court of Australia.

Applicants are required to be permanently residing in the designated intake area at the time of making an application to the school.

If the child's place of residence changes at any time after your child commences school, the child's parent or guardian must notify the school immediately so that the school records remain accurate.

**Figure 1.0** 100-point residential address requirements

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents)	40
1.1 Council rates notice	(1 only)
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	
2. Any of the following	20 each
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	
3. Any of the following documents	
3.1. Electricity or gas bill showing the service address*	15 each
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.	

\* up to three months old

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## KINDERGARTEN ENROLMENT

For students entering Kindergarten the principle 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. Children may enrol at the beginning of the school year if they **turn 5 years of age on or before 31 July in that year.**



## NON-AUSTRALIAN CITIZENS

Due to the pressure of increasing enrolments on the accommodation, infrastructure and programs on the school, as of 2018, students on Temporary Visas and International Students will not be able to enrol at Oatley West Public School, irrespective of their local address. The school has been advised to direct these students to Mortdale Public School by the Director, Educational Leadership.

## NON-LOCAL ENROLMENTS

An out-of-area enrolment is a student whose permanent and principal place of residence is beyond the designated intake area.

Siblings of children currently enrolled at Oatley West Public School not living in the designated intake area, who enrol before the end of Term 3 2019 will be eligible to enrol. Offers to out-of-area applicants may only be made when places become available

Criteria for selecting out-of-area enrolment applications may include one or more of the following factors. The factors listed are in priority order:

- sufficient enrolment buffer exists for eligible in-area enrolments and the school is within its enrolment cap
- availability of appropriate staff and permanent accommodation
- siblings of students currently enrolled in the school
- compassionate grounds

The Enrolment Panel reserves the right to consider, and accept, special case applications. The Enrolment Panel has the authority to give priority of criteria for successful special case applications.



## ENROLMENT PANEL

The Oatley West Public School Enrolment Panel considers and makes decisions on out-of-area enrolment application. The enrolment panel comprises:

- one Deputy Principal
- one staff member
- one school community member nominated by the school's Parents' and Citizens' Association and if required

The Enrolment Panel is chaired by the Deputy Principal who has the casting vote. Decisions made by the Enrolment Panel must be made within the criteria for out-of- area enrolment. The enrolment panel will keep minutes of meetings which are available to the Principal and Director, Educational Leadership on request.

## WAITING LIST MANAGEMENT

Out-of-area students will be requested to submit an application for out-of-area enrolments by 31 July. Applications received by 31 July will be place on a waiting list. The enrolment panel will determine the priority of each application. The priority order of the waiting list will be reviewed periodically.

## APPEALS

The purpose of an appeal is to determine whether the stated criteria have been applied equitably. Appeals against a decision of the Enrolment Panel should be made in writing to the Principal. The Principal will consider the appeal and make a determination. The parent will be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is Director Educational Leadership.

## DOCUMENT HISTORY AND DETAILS

Compiled by Neralie Chappell

Approval date

28 August, 2019

Approving Officer

Paul Nash, Principal, Oatley West Public School



## IMPLEMENTATION DATE

Term 3, 2019



# OATLEY WEST



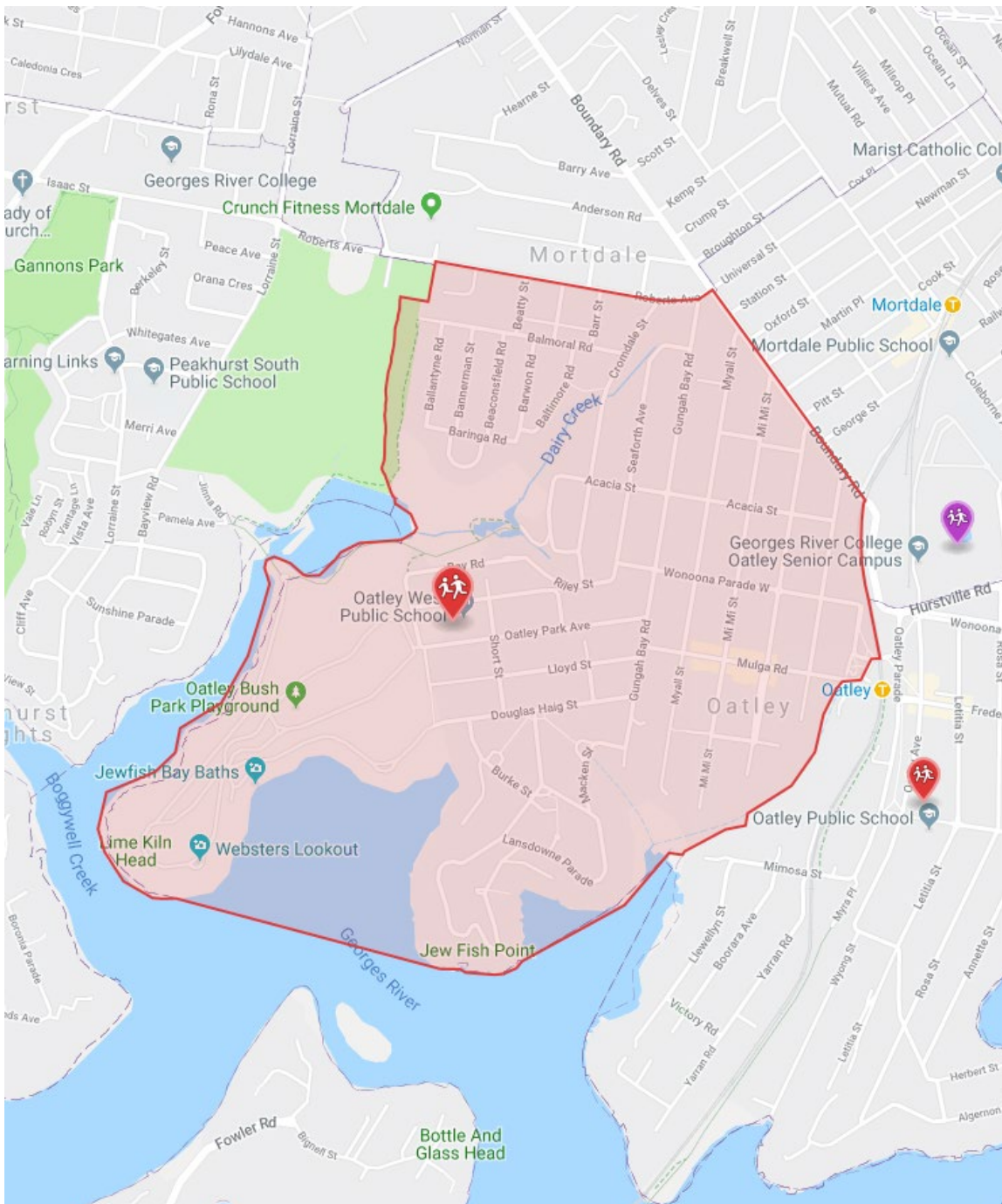
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## APPENDICES:

### APPENDIX 1: OATLEY WEST PUBLIC SCHOOL CATCHMENT AREA MAP





## APPENDIX 2: STREET INCLUSIONS

- [Acacia Street Oatley](#)
- [Baker Street Oatley](#)
- [Ballantyne Road Mortdale](#)
- [Balmoral Road Mortdale](#)
- [Baltimore Road Mortdale](#)
- [Baltimore Road Oatley](#)
- [Bannerman Street Mortdale](#)
- [Baringa Road Mortdale](#)
- [Barr Street Mortdale](#)
- [Barry Avenue Mortdale](#)
- [Barwon Road Mortdale](#)
- [Bayview Road Mortdale](#)
- [Beaconsfield Road Mortdale](#)
- [Beatty Street Mortdale](#)
- [Beaumaris Crescent Mortdale](#)
- [Boundary Road Oatley](#)  
odd numbers only
- [Bowman Street Mortdale](#)
- [Burke Crescent Oatley](#)
- [Burke Street Oatley](#)
- [Cromdale Street Mortdale](#)
- [Dame Mary Gilmore Road Oatley](#)
- [Douglas Haig Street Oatley](#)
- [Fairway Avenue Mortdale](#)
- [Freeman Avenue Oatley](#)
- [Glen Road Oatley](#)
- [Griffiths Street Oatley](#)
- [Gungah Bay Road Mortdale](#)
- [Gungah Bay Road Oatley](#)
- [Lansdowne Crescent Oatley](#)
- [Lansdowne Parade Oatley](#)
- [Linda Avenue](#)
- [Lloyd Street Oatley](#)
- [Macken Crescent Oatley](#)
- [Macken Street Oatley](#)
- [Marine Drive Oatley](#)
- [Mcintyre Street Oatley](#)
- [Mi Mi Street Oatley](#)
- [Mimosa Street Oatley](#)
- [Mulga Road Oatley](#)
- [Myall Street Oatley](#)
- [Myrtle Street Oatley](#)
- [Oatley Park Avenue Oatley](#)
- [Park Avenue Oatley](#)
- [Raymond Street Oatley](#)
- [Riley Street Oatley](#)
- [River Road Oatley](#)
- [Roberts Avenue Mortdale](#)  
odd numbers only
- [Seaforth Avenue Oatley](#)
- [Short Street Oatley](#)
- [Waratah Street Oatley](#)
- [Waterfall Road Oatley](#)
- [Wonoona West Parade Oatley](#)
- [Woronora Parade Oatley](#)



