

BLAKEHURST PUBLIC SCHOOL



Enrolment Procedures



Related Policies and Guidelines

[Enrolment of students in NSW Government schools](#)
[Changes to the enrolment policy](#)

Rationale

The Education Reform Act 1990 requires students of compulsory school age to be enrolled in a Government or registered non-government school and to attend school on each day that instruction is provided. The compulsory school age for students is recognised as 6 years and above and up to 17 years of age, except for students who have completed Year 10 and comply with the conditions to leave school (Section 21B of the Education Act 1990).

This document provides information for the community and direction for staff on the procedures for the enrolment of students at Blakehurst Public School. The following are a list of procedures which govern general enrolment:

- A student is considered to be enrolled when he or she is placed on the admission register of a school.
- A student should be enrolled in one school only at any given time.
- 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 (see attached map from demographer).
- Schools are required to set an enrolment ceiling and buffer (see below).
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The policy and criteria should be expressed in plain English, and in community languages where necessary. It should be made clear what consideration will be given to each of the criteria.

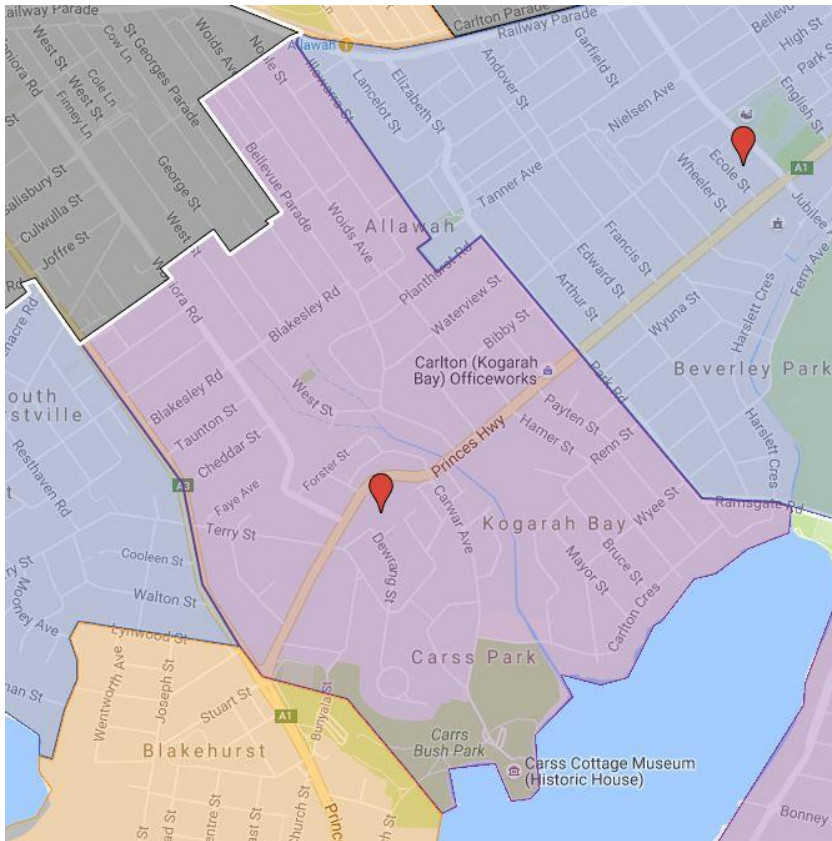
Enrolment Ceilings and Buffer

The enrolment ceiling for Blakehurst Public School is determined by the permanent available classroom accommodation. There are currently 16 classrooms available for mainstream enrolments, setting the enrolment ceiling at 370 students. This figure is calculated on the Department of Education's recommendation of 23.1 students per permanent classroom. The school's enrolment buffer for non-local enrolments is 338, based on a calculation of 2 non-local students per class.

Blakehurst Public School has an allowance of 19 places for 2025 to support the prioritising of non-local enrolments for siblings and non-local enrolments for children of school staff. Families can still apply to enrol their child as an out-of-area enrolment if the child is eligible to attend the school and the school can accommodate the child. Schools must now prioritise and consider applications against the updated non-local enrolment criteria (which include criteria relating to student wellbeing needs), which prioritises siblings of currently enrolled students and considers children of school staff (refer to *Changes to the Enrolment Policy* above). Please note, an enrolment panel considers non-local applications where demand for non-local enrolment exceeds the number of available places below the local enrolment buffer.

Local / In Area Enrolments

Local students are those whose permanent place of residence currently lies within the geographical boundaries as determined by the Department of Education (refer to the map overleaf).



The following streets define the boundary of the intake area:

- King Georges Rd
- Kairawa St
- King St
- George St
- Russell Ln
- Bellevue Pde
- 1st Av
- Illawarra St
- Planthurst Rd
- Park Rd
- Ramsgate Rd

Enrolment Procedures for Local Enrolments

Parents can submit an *Application to enrol in a NSW Government school form* manually using a paper form or digitally through [Online Enrolment](#). When this form is submitted, the following documents need to be provided to the school to support the application:

Evidence	Examples
Birth certificate or proof of identity	Birth certificate, driver's licence, passport or citizenship documents
Immunisation history statement	Downloadable from the My Gov Medicare App
Proof of residency (100 points)	Rental agreement, lease agreement, council rates notice, utilities bills, bank statements or Medicare statements <i>*A driver's licence can be used as proof of identity but will <u>not</u> be accepted for proof of address.</i>

Once the documentation is submitted, the school will undertake the following actions:

- Interview the family. This will be completed by the **Stage Assistant Principal for local enrolments** and by the school's **Enrolment Panel for non-local enrolments** (in certain circumstances).
- Contact the child's previous school to verify information provided by the parents during the interview and to seek additional information as required i.e. risk assessments, important information regarding previous interventions etc.
- The student is placed in a class (determined by the Assistant Principal) and a start date is determined (always at least 2 days from the interview to allow time for information to be communicated to the new class teacher, EALD staff, etc, as required).
- The enrolment form is signed off by the Principal.

Kindergarten Enrolment

The Principal will advise the parent body and the school community of the enrolment arrangements for the following year's Kindergarten children, including the policy on immunisation. The following applies to the enrolment of Kindergarten children:

- All children must be in compulsory schooling by their 6th birthday.
- Children can start Kindergarten at the beginning of the school year if they turn 5 on or before 31 July that year.
- Students should start school at the beginning 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.

Updated Criteria for Non-Local Enrolment

NSW public schools have specific local enrolment areas. The designated intake areas are determined by the department. These schools ensure that there are enough places for students who reside in their local enrolment area. You may apply to enrol your child outside your designated area as a 'non-local enrolment', if places are available. The updated criteria prioritise non-local enrolments for siblings of currently enrolled students, with priority given to siblings of students enrolled in support classes in eligible mainstream schools. Under the updated criteria, schools may now also consider non-local enrolments for children of school staff.

These changes do not guarantee enrolment of your child in the same non-local public school as their sibling. Schools will prioritise non-local enrolments for siblings of currently enrolled students where possible, but acceptance of their application may depend on the school's capacity. Schools will prioritise non-local applications for siblings of currently enrolled students, and then may consider nonlocal enrolments for children of school staff. If you are a school staff member, acceptance of your child may depend on the school's capacity. The updated non-local enrolment criteria will not impact your child's entitlement to enrol at their local school.

Appeals

Where a parent wishes to appeal against the decision of the Enrolment panel, the appeal should be made in writing to the Principal. Where required, the principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter. If the matter cannot be resolved, the issue will be forwarded to the *Director Educational Leadership*.

Transition to School

It is recognised that the transition from a support class or specialist setting into a mainstream classroom poses a significant challenge for a student. The school will work collaboratively with the child's parents, current educational setting and external organisations as required to facilitate planning for any transition process. The school's Learning and Support Teacher (LaST), School Psychologist and English as an Additional Language or Dialect (EALD) teachers will support in development of implementation of transition plans as required.

Early Enrolment of Students who are Gifted and Talented

The school's enrolment panel will discuss students identified as 'Gifted and/or Talented' as they present for enrolment. A comprehensive evaluation of the intellectual functioning, academic and social-emotional skills of the student/s will be undertaken by the school psychologist or a registered psychologist. Decisions regarding the enrolment of such students will be guided by assessment results and in consultation with the *Director Educational Leadership*.

Enrolment of Students with Special Learning Needs - *Students with Disabilities*

The Department of Education provides a range of services and resources to support the education of students with disabilities. These include:

- targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes
- support classes within regular schools
- schools for specific purposes (SSPs)
- modifications to buildings to facilitate access
- provision of specialised equipment and technology
- special transport services

When considering the enrolment of a student with a disability, all these provisions will be considered by the school. Factors taken into consideration when enrolling a student with a disability include:

- the student's educational needs
- the expressed desires of parents and caregivers
- the capacity of the school to provide the level of support required

A detailed appraisal of the student's educational needs will be carried out by the school during the enrolment period. For some students, this will include a negotiated transition from the child's current school.

For students/families wishing to access a support class, the Principal and selected school staff will meet with the family to provide advice on the Access Request process. The school will undertake this process where the child is a local enrolment (this process must be undertaken even though there is a Support Unit at Blakehurst Public School).

Enrolment of Temporary Residents

Temporary residents must hold a valid visa and meet the [General conditions of enrolment](#) to enrol in a NSW government school. For enrolment conditions of each visa subclass, refer to the [Visa subclasses and enrolment conditions](#) fact sheet.

The Temporary Residents Program enrolls school-aged children who are:

- temporary resident visa holders accompanied by their parent (except principal holders of the international student visa subclass 500P)
- bridging visa holders accompanied by their parent
- dependants of international students accompanied by their parent
- visitor visa holders accompanied by a parent or staying with a direct relative. The direct relative must be over 21 years of age, of good character, and able to provide appropriate care and supervision of the child.

Children cannot enrol through the Temporary Residents Program if they are international students holding visa subclass 500P, part of a group of students who attend NSW schools on an advertised tour, or a visitor visa holder who is not accompanied by a parent, or not staying with a direct relative. Visit the [TRP Application Process](#) for more information.

Transfer Applications

Students from other government or non-government schools, interstate and New Zealand may be enrolled by their local or non-local school consistent with Department of Education policy. The assistance of the school psychologist may be required to establish the appropriate year and level of study.

Shared Enrolments and Short-Term Attendance of Students

Students can attend a specialist education setting separate to a mainstream school on a sessional or full-time basis in line with the department's [Enrolment of students in NSW Government schools policy](#).

Such circumstances include:

- a student is enrolled in a school and is required or approved to attend an alternative educational setting on a sessional or full-time basis
- a student accesses education settings separate to their mainstream school, such as tutorial centre and programs, behaviour schools, schools in youth justice centres, hospital schools, distance education.

Students can only be enrolled in one school at any given time. However, a student enrolled at one public school may need to attend another public school for a short period of time (generally less than 10 weeks). Examples may include, but are not limited to, family care arrangements, medical or mental health treatment, domestic or family violence, natural disasters or events, or due to cultural obligations for Sorry Business. When this happens, the enrolled school and host school must ensure compliance with the policy.

Refusal of Enrolment

Principals have delegated authority to refuse enrolment where a student has a documented history of violence and under section 34(4)(b) of the Education Act 1990. This is subject to compliance with the requirement to conduct a risk assessment in accordance with Part 5A of the Education Act 1990 and to engage in consult with the Director, Educational Leadership.

Most recent review: November 2024

Next review date: November 2025

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