



ENROLMENT POLICY

The Hazelbrook Public School Enrolment Policy outlines a clear and transparent enrolment process to ensure that the school meets its obligations under the Education Act 1990- to ensure that every student has a place at their local school.

Parents and carers may enrol their children in Kindergarten at the beginning of the school year if the child turns 5 years of age on or before 31st July of that year. The Education Act 1990 mandates that all children must be in compulsory schooling by 6 years of age. Enrolments can be taken at any point of the school year for all grades, Kindergarten to Year 6.

ENROLMENT AREAS

NSW Government schools have specific local enrolment areas. The designated intake areas are determined by the Department of Education. This ensures that there are enough places for students who reside in their local enrolment area. Use <https://schoolfinder.education.nsw.gov.au/> to find your local NSW Government school.

LOCAL ENROLMENTS

Parents and carers of children who live in the local enrolment area of Hazelbrook Public School can apply for enrolment using the online enrolment system at <https://hazelbrook-p.schools.nsw.gov.au/about-our-school/enrolment.html> or complete an application form, available from the school office.

To apply online, your child must be:

- A NSW resident; **OR**
- An Australian or New Zealand citizen or permanent resident;

AND EITHER

- Residing in the local enrolment area of Hazelbrook Public School; **OR**
- Eligible to use the out-of-area application process for non-local enrolments.



NON-LOCAL (OUT-OF-AREA) ENROLMENTS

Parents and carers of children who do not live in the local enrolment area of Hazelbrook Public School can apply for an out-of-area enrolment.

All schools have an enrolment cap, based on the number of students that can be enrolled and accommodated in permanent buildings. The cap applies to overall school enrolments; however, consideration will also be given to number of students in each class, grade or Stage.

Within the enrolment cap, a number of enrolment places (the buffer) must be kept aside for the likely number of local students who will need to enrol during the year. For this reason, Hazelbrook Public School will only take non-local students if they have not reached their buffer, unless there are exceptional circumstances.

Parents and carers of non-local students can apply for enrolment using the online enrolment system at <https://hazelbrook-p.schools.nsw.gov.au/about-our-school/enrolment.html>.

When non-local places are available, the school's enrolment panel will consider applications according to the following criteria:

1. Siblings of students already enrolled at Hazelbrook Public School;
2. Safety and supervision of the student before and after school;
3. Student wellbeing and/or support needs.

When the school is below the enrolment cap, out-of-area applications for siblings of current students will be given enrolment priority.

Parents and carers have the right of appeal if they believe that the process has not been applied in a procedurally fair manner. Appeals should be made in writing to the principal of Hazelbrook Public School. The principal will review the application and make a determination based on criteria stated in this policy.

If an appeal is unsuccessful and the parents or carers choose to take the matter further, they may write to the Director, Educational Leadership at regionalthnorthnirimba@det.nsw.edu.au. This is the final level of the appeal process.

DOCUMENTATION AND INFORMATION

Parents and carers will be required to provide accurate information and documentation to allow the school to establish the child's entitlement to enrol and to develop and risk any risk assessment and risk management for the student. This includes a 100-point residential address documentation check.

Parents, carers and students will meet with the principal or representative for an enrolment interview prior to any enrolment application being accepted.



Document showing the full name of the child's parent	Points
<ol style="list-style-type: none">1. Only one of (i.e. no additional points for additional documents)<ol style="list-style-type: none">1.1. Council rates notice1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
<ol style="list-style-type: none">2. Any of the following<ol style="list-style-type: none">2.1. Private rental agreement for a period of at least 6 months2.2. Centrelink payment statement showing home address2.3. Electoral roll statement	20 each
<ol style="list-style-type: none">3. Any of the following documents<ol style="list-style-type: none">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 address3.6. Motor vehicle registration or compulsory third party insurance policy showing home address3.7. 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

All proof of address documents must be in the name of the parent or carer, must be originals (no copies) and can be no more than 3 months old. Student documents must be originals.

By law, we must ensure the health and safety of students, staff and visitors on our premises. To facilitate this, a student's health information is collected through the Application to Enrol form. Parents and carers will be required to provide detailed information about any medical conditions such as allergies, including anaphylactic reactions.