



# Bankstown West Public School Enrolment Policy and Procedures August, 2019

## Enrolment Principle and Guidelines

Students will be enrolled into Bankstown West Public School in accordance with the Department of Education's *General Enrolment Procedures* (available at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>).

NSW public schools have designated intake areas to ensure local enrolments. This means that children are entitled to enrol in a particular school based on the child's residential address. Bankstown West Public School reserves enough places within the school for students in our local enrolment area. To find out if you are in our catchment area please check the DoE School Finder Enquiry tool on our school website or at: <https://education.nsw.gov.au/school-finder/index>.

Bankstown West Public School has a centrally set enrolment cap, with an enrolment buffer for local students who enrol throughout the year. As the present population far exceeds the enrolment cap, Bankstown West Public School is currently closed to all non-local enrolments, except under exceptional circumstances.

## Local Enrolment:

- Parents complete the current Application to Enrol form and supply the required support documentation. Parents will need to provide 100-point residential address check as set out on page 9 of the Department of Education's *General Enrolment Procedures* (available at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>). Additional information is also available at <https://bankstownw-p.schools.nsw.gov.au/about-our-school/enrolment.html>
- Parents need to 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."
- A student should be enrolled in one school only at any given time.
- A student is considered to be enrolled at Bankstown West Public School when he or she is placed on the admission register of the school and has started attendance at the school.
- A risk assessment may be required if there are special circumstances.
- Partial attendance for a short period of time may need to be considered in special circumstances for some students.



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## Kindergarten Enrolment

Children may enrol for Kindergarten if they turn 5 years of age on or before the 31<sup>st</sup> July in that year.

For students entering Kindergarten in 2020 and subsequent years, the principle place of residence must be re-confirmed at the commencement of the school year and prior to the child's first day of attendance. An original and current utilities or services bill must be presented to the school at that time.

## Non-local Enrolment:

There is no guarantee or implied assurance that siblings of students enrolled as a Non-local student will be offered a place at Bankstown West Public School in the future.

In the event of **exceptional circumstances**, parents or carers wishing to enrol a non-local student need to address the following criteria in their application:

- siblings of children already enrolled at the school
- proximity and access to the school
- compassionate circumstances
- medical reasons
- safety and supervision of the student below and after school

Applications will be assessed by the Bankstown West Public School enrolment panel. The panel consists of a parent, executive member and teacher. The parent of the applicant will be advised of the outcome in writing. Unsuccessful applicants may appeal against the decision of the enrolment panel, within a two week timeframe, in writing to the principal.