

Revised Enrolment Policy Summary

The Enrolment of Students in NSW Government Schools policy and procedures ensure that schools uphold the core values of equity, accountability and integrity in the enrolment process.

A review was necessary to support the department's responsibility to ensure that resources are effectively and equitably used across our schools.

It is primarily a consolidation of enrolment instructions from memoranda and documents circulated to schools over a number of years.

Key Changes

- Schools will have a centrally set enrolment cap based on the number of permanent classrooms.
 - The cap methodology has been developed to ensure it reflects the current operational model in schools that allows for curriculum breadth and choice.
 - The methodology is based on an analysis of current operational needs for particular settings.
 - The local enrolment buffer will continue to be set locally taking into account the local context.
- A standard 100-point residential address check to verify local student status, when needed, has been introduced.
- Preference for the principal not to be part of the enrolment panel so that appeals in the first instance can be considered by the principal.
- Requirement for an inclusive and non-discriminatory non-local enrolment selection criteria is clearly articulated.
- Clarification on the enrolment rights of siblings of non-local students.
 - Like other non-local students, siblings may not be enrolled at a school has reached its cap or local enrolment buffer level.
 - Siblings of currently enrolled students who were local when enrolled but are now non-local because of boundary changes are also entitled to enrol, even if their school is over the buffer or cap.
 - In schools that are allowed to accept non-local students, the selection criteria for non-local enrolment, where possible, will give priority to siblings of existing students.
- General enrolment instructions have been consolidated into one document: [General Enrolment Procedures](#)

Enrolment Caps

- If your school enrolment has **exceeded the enrolment cap**:
 - You may only accept local students, unless directed by the department.
 - The prescribed 100-point residential address check will be used to verify local student status.
- If your school enrolment has **exceeded the set local enrolment buffer level**:
 - You may only accept local students, unless directed by the department.
 - The prescribed 100-point residential address check will be used to verify local student status.
- If your school enrolment is **nearing** the local enrolment buffer level:
 - This means that your school has received more non-local enrolment applications than the places available below the buffer.
 - Enrolment applicants from local students will be processed first.
 - The prescribed 100-point residential address check will be used to verify local student status.
 - An enrolment panel will assess non-local enrolment applications. The selection criteria will not include academic ability, performance or achievement and will prioritise siblings of current students, where possible. The criteria will be made available to the school community and parents who are interested in enrolling their child.
 - The principal will inform the principal of the child's local school when considering the non-local enrolment application, and to seek approval of the DEL before making an offer to enrol the child.
- If your school is **able** to accommodate all enrolment applications:
 - There is no need to form a selection panel to assess non-local enrolment applications.
 - Local arrangements, as determined by the DEL, may be in place to manage non-local enrolment applications.

Transition Support

- Support for principals from DELs will include:
 - setting the school's local enrolment buffer
 - ensuring that relevant staff know their school's cap, and whether they can or cannot accept non-local enrolments
 - for schools nearing their buffer level, reviewing and publishing their non-local selection criteria
 - for schools over the cap, establishing a plan for managing the school's enrolment numbers.

Implementation Timeline

- **Term 3 Week 1**
 - Revised enrolment policy takes effect.
- **Term 3 Week 6**
 - Caps are to be finalised and communicated to Executive Director.
- **Term 4 Week 1**
 - Enrolment caps apply to schools with a designated intake area.

Resources

Enrolment policy changes

<https://education.nsw.gov.au/enrolment-policy-changes>

Resources for schools with a designated intake area

<https://education.nsw.gov.au/policy-management-schools/enrolment-policy-changes/resources>

Decision tree for standard enrolments

<https://education.nsw.gov.au/policy-management-schools/media/documents/Decision-tree-Revised-enrolment-policy-2019.pdf>

Residential address checks – Fact Sheet

<https://education.nsw.gov.au/policy-management-schools/media/documents/Residential-address-check.pdf>

Frequently asked questions

<https://education.nsw.gov.au/policy-management-schools/enrolment-policy-changes/frequently-asked-questions>