



## STUDENT ENROLMENT AT ROSEVILLE PUBLIC SCHOOL

**Before lodging** Student Enrolment forms with the school please ensure **ALL** of the items listed below are attached:-

Parent Check	Item	Office Verification
	New South Wales Department of Education Student Enrolment Form	
	Original Birth Certificate	
	Original Immunisation	
	Visa (if not an Australian Citizen) and Authority to Enrol	
	4 original proofs of principal place of residence as stated on the Enrolment Declaration (enclosed)	
	Signed Scripture Group selection form	
	Parent Contact Telephone Numbers	

### **Please Note**

1. No enrolment Applications will be actioned without all of these items being verified by one of our Enrolment Officers.
2. Principal place of residence **must** be re-confirmed at the commencement of the school year prior to your child's entry to class **on the first day attendance.**

# ROSEVILLE PUBLIC SCHOOL ENROLMENT POLICY



## 1. Local Enrolment

- 1.1. Our designated local enrolment area is determined by the Department of Education and Training and shown on maps available from the school office. Your child is eligible to enrol at the school if your **child's permanent and principal place of residence** is within the designated local enrolment area.
- 1.2. The school will seek evidence demonstrating local resident status through the provision of current original documents. These are:
  - (a) property ownership or tenancy documents in the name of the applicant's parent eg rate notice or tenancy agreement.
  - (b) three utility account statements (water, electricity, telephone, gas) displaying the name and local address of the applicant's parent. Property owners must include a recent Sydney Water account in the name of the parent.

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence which has a penalty of up to 2 years imprisonment, \$22,000 fine or both – section 307B of the Crimes Act 1900.

- 1.3. In the rare instances when current property ownership or tenancy documents cannot be submitted then a statutory declaration may be submitted for review by the Enrolment Committee. This statutory declaration must include a statement explaining why the property ownership or tenancy documents cannot be produced at this time; the address of the child's permanent place of residence, length of time in which the child has resided at that address and intends to reside at that address.

If a person provides a statutory declaration he or she knows to be false, for the purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment – section 25A of the Oaths Act 1900.
- 1.4. For students entering Kindergarten the principal 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.
- 1.5. If your child's principal place of residence changes at any time after your child commences school, you **MUST** notify the school immediately so that school records remain accurate.
- 1.6. Siblings of students no longer currently living in area will have to make application as a Non local. Offers of enrolment to non local applicants may only be made when places are available.
- 1.7. Visa status on non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).

## 2. Non Local Enrolment

A non local enrolment is a student whose permanent residence is beyond the designated local enrolment area.

- 2.1. Guidelines for non local enrolment applications have been determined by the School's Enrolment Committee and the School Council.

2.2. In accordance with the Department's principles, the following guidelines will apply:

2.2.1 School boundaries will be **strictly** observed, and no students from outside the designated local area ('non local students') will be enrolled, unless they are offered a place in accordance with this Policy.

2.2.2 Non local students will be asked to submit applications for non local enrolments by 31<sup>st</sup> July. Applications received by 31<sup>st</sup> July will be placed on a waiting list.

2.2.3 Applicants must be advised that there is no guarantee that any non local enrolments will be offered. They are also entitled to know the criteria to be applied if non local enrolments are to be offered.

2.2.4 At the end of August:

- an Enrolment Committee must be formed by School Council, comprising (at least) the Principal, one other staff member and a member of the school community nominated by the School P & C Committee.
- the Enrolment Committee must determine from the following criteria if any 'non local' places are to be offered:
  - siblings of current students
  - proximity to the school
  - proximity to specific neighbouring public schools
  - for specific grades other than kindergarten, any special abilities of the student in nominated areas which match the School's objectives
  - siblings of former students.
- It is unlikely that a final decision will be reached until Term 4.

2.2.5 The Principal, in consultation with the School Council, will determine the number of places, if any, to be offered to non local students in each grade. This determination will be based on the Principal's assessment of the likelihood that, with new local area enrolment applications, the student numbers for the next year will be below the desirable minimum number, and any other relevant factors.

2.2.6 If the Principal determines that non local places will be offered, the Enrolment Committee must make recommendations to the Principal as to which 'non local' student(s) should be offered a place, based on a fair application of the criteria.

2.2.7 Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The principal will seek to resolve the matter. If the matter is not resolved at the local level the school education director will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.



# Roseville Public School

Archbold Road, Roseville, NSW 2069

Tel: 9417 4107

Fax: 9417 4922

Email: [roseville-p.school@det.nsw.edu.au](mailto:roseville-p.school@det.nsw.edu.au)

Website: [www.rosevillepublicschool.net.au](http://www.rosevillepublicschool.net.au)

Dear Parents / Caregivers

In addition to the information requested in the enrolment form, could you please also supply the school with the following contact information. Should this information change, please advise the school so that we can update our records.

Administration Office

Child's Name: .....

Home Tel. No. ....

Mother's Mobile: .....

Mother's Daytime/Work Tel. No.: .....

Father's Mobile: .....

Father's Daytime/Work Tel. No.: .....



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Website: [www.rosevillepublicschool.net.au](http://www.rosevillepublicschool.net.au)

Dear Parents / Caregivers,

Public Schools are obliged to timetable for thirty minutes of religious education each week dependent upon the availability of community and church volunteers.

Currently the alternatives for religious instruction (Scripture) at our school are **Protestant** or **Catholic**. Students participating in these groups will receive religious education developed and approved by the Anglican, Uniting and Catholic Churches.

Parents may also choose not to have their child attend one of these Scripture groups. The alternative placement for children in this case is in a **Non Scripture** group. General supervision only will be provided for students in the Non Scripture group.

Please indicate the group you would like your child to attend by completing the form below and returning it to the school office with your enrolment form and signature.

Thanking you,

Miss Sidwell and Mrs Thomas  
Scripture Coordinators

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I would like my child \_\_\_\_\_ to attend one of the following Scripture groups for their weekly Religious Education or Non Scripture group for general supervision:

Catholic

Protestant

Non Scripture

Signed \_\_\_\_\_ (Parent) Date \_\_\_\_\_