



## Student Enrolment Procedures and Protocols

### Synopsis

This document supports Whitebridge High School's implementation of the NSW Department of Education's [Enrolment of Students in NSW Government Schools Policy](#) and should be read in conjunction with [the Enrolment in Kindergarten to Year 12 procedures](#).

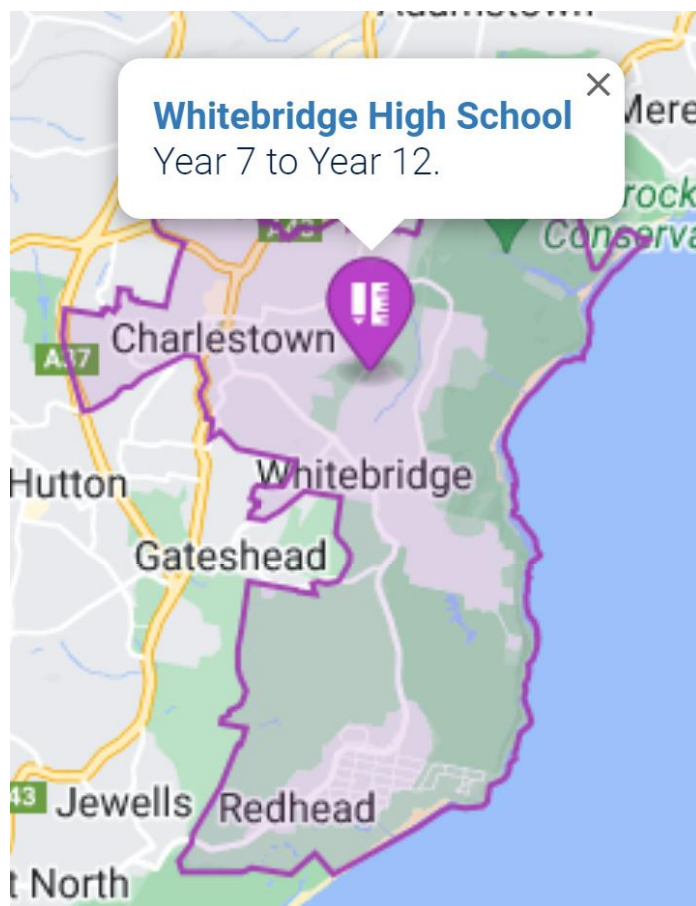
#### Managing Enrolment in Schools

A student is entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice. Acceptance is subject to the child being eligible to attend and the school can accommodate the child. ([Enrolment in Kindergarten to Year 12 procedures](#))

Parents may enrol a child if they turn 5 years of age on or before 31 July in that year. Students identified as gifted and talented, who are aged 4 years or older at 31 January of the year of enrolment may only be enrolled in accordance with the Gifted and Talented policy. ([Enrolment in Kindergarten to Year 12 procedures](#))

Further information on the Enrolment policy can be found [here](#).

### Local Enrolment



To determine if a student's home is within a school's local intake area please use the School Finder App by clicking on the button below.

School Finder App

# Residential Address Check

Under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. However, any requests for proof of address must be reasonable in the circumstances.

Schools that are at or nearing their local enrolment buffer as calculated in accordance with section 4.5 will use the following [100-point residential address check](#) to determine the student's entitlement to enrol at the school.

## Residential address check

For the enrolment of students in NSW Government schools

Persons seeking to enrol a child in a NSW Government school may be required to show documents to establish the child's address

### Key principles

The *Education Act 1990* provides the key principles that govern the enrolment of students in NSW Government schools. Some of them are summarised below.

The parent of a child may enrol the child at any government school if the child is eligible to attend the school and the school can accommodate the child (section 34.1).

A child is entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend (section 34.2).

The principal may, for the purpose of establishing a child's eligibility to attend or entitlement to be enrolled at the school, require a person seeking to enrol the child at the school to provide proof, to the satisfaction of the principal, of the child's identity, date of birth and home address (section 34A.1).

In determining whether a child could be accommodated, the number of classrooms and other facilities may be considered (section 34.6).

The enrolment of a child who is not entitled to be enrolled at the school may be terminated if the child was enrolled as a result of false information or a false document provided (section 34A.4).

### Establishing the child's residential address

To determine a child's eligibility to attend or entitlement to enrol in the school, the principal may require documents to establish the child's address.

Generally, acceptable documents show the full name of the parent and address of the parent or carer with whom the child lives. However, any requests for proof of address must be reasonable in the circumstances.

Staff in schools abide by the Privacy and Personal Information Protection Act 1998 (NSW). Residential address information provided will be used to process applications for enrolment and associated purposes and the information will be stored securely.

### 100-point residential address check in some schools with a designated intake area

Schools that are above or near (i.e. the number of non-local enrolment applications received exceeds the number of enrolment places available outside the local enrolment buffer) their buffer level use the following 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
2. Any of the following 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement	20 each
3. Any of the following documents 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 address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. 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

### More information

Contact your local school or visit  
<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check requirements when assessing a child's entitlement to enrol at the school. If this is to occur, principals are required to seek the approval of the Director, Educational Leadership.

## Enrolment Cap

The Enrolment Cap for a school is established centrally based on permanent accommodation.

The enrolment cap for Whitebridge High School is 1000.

([Enrolment in Kindergarten to Year 12 procedures](#))

## Local Enrolment Buffer

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. The size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area. The size of the local enrolment buffer is set locally by the principal and approved by the Director, Educational Leadership.

It is reviewed annually and set in time for assessing applications for the following year's enrolment intake. Places in the local enrolment buffer are not to be offered to non-local students([Enrolment in Kindergarten to Year 12 procedures](#))

The Enrolment Buffer for Whitebridge High School is 120, consisting of 20 student places in each year group 7-12.

## Non-Local Enrolment

Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level. ([Enrolment in Kindergarten to Year 12 procedures](#))

Except for enrolments at the commencement of the school year, schools that have not reached their local enrolment buffer level should only accommodate non-local enrolments into classes with available places. ([Enrolment in Kindergarten to Year 12 procedures](#))

Non-local enrolment applications include the [Application to enrol in a NSW Government school](#) and a [non-local enrolment application form](#). Non-local enrolment applications will require supporting documentation addressing the selection criteria listed below.

## Criteria

The criteria, listed below, for the enrolment of non-local students has been developed by the Principal, Ms Nadene Harvey, after consultation with the school community. ([Enrolment in Kindergarten to Year 12 procedures](#))

- Participation in areas of Special Interest  
students are asked to submit a handwritten letter demonstrating their participation in one or more of the areas (leadership & culture, sport, creative and performing arts, academic pursuits, community service)
- Availability and or combination of curriculum offering
- Proximity and access to the school
- Compassionate circumstances

Criteria must not include student ability, performance or achievement. Priority should be given to siblings of currently enrolled students, where possible. Only specialist schools, for example sports or performing arts high schools, may include student ability, performance or achievement in the school's specialisation within the criteria for non-local enrolment. ([Enrolment in Kindergarten to Year 12 procedures](#))

## Enrolment Panel

When demand for non-local enrolment exceeds the number of places available below the local enrolment buffer the school will establish an Enrolment Panel to consider all applications against the above criteria. ([Enrolment in Kindergarten to Year 12 procedures](#))

1. School Executive – Chairperson
2. Staff member nominated by the Principal
3. School community member nominated by the school's parent organisation

## Waiting Lists

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies. ([Enrolment in Kindergarten to Year 12 procedures](#))

## Enrolment Time Frame

It is anticipated that enrolment of students should not exceed 10 days from receipt of completed [Application to Enrol in a NSW Government School](#). Where circumstances indicate that this timeframe may not be met Principals are required to consult their Director, Educational Leadership.

## Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the principal is not on the enrolment panel, the principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership. ([Enrolment in Kindergarten to Year 12 procedures](#))

## Enrolment Process Decision Tree

