



Education  
Public Schools



# **CARDIFF NORTH PUBLIC SCHOOL STUDENT ENROLMENT PROCEDURES**

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## **STUDENT ENROLMENT PROCEDURES**

The following procedures document has been developed in accordance with the Department of Education's policy *Enrolment of Students in NSW Government Schools*.

### **Entitlement to enrol**

Cardiff North Public School is situated in the suburb of Cardiff and shares boundaries with Glendale East Public School, Garden Suburb Public School and Cardiff Public School.

Compulsory school aged students are 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. Children are eligible to be enrolled at **Cardiff North Public School** if they **reside in the zone** identified in the Department of Education School Finder Locator.

<https://education.nsw.gov.au/school-finder/index>

Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child. If the parent wishes to apply to enrol as an out of zone student, they would need to complete a non-local enrolment application form.

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.

Schools require an Authority to Enrol for each temporary resident and international student enrolment which is issued by DE International and the Temporary Resident Program.

### **Residential address check**

On enrolment, parents need to produce **evidence of their proof of address**, within the eligible area, for their child's enrolment to be accepted. This consists of a **100 point check** for schools at or nearing their local enrolment buffer. 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 check, with approval from their Director, Educational Leadership.

### **Non-local enrolment applications and managing enrolments in schools**

Parents may seek to enrol their child in a non-local school. A **non-local enrolment application** would have to be completed in this instance. If a school has reached or exceeded its cap and/or buffer, non-local applications will only be considered in **exceptional circumstances**. These non-local applications will then be considered in relation to the Department's guidelines, by an **enrolment panel** consisting of an executive staff member (not the Principal), a classroom teacher and a parent representative (as determined by the P&C).

### **Enrolment Cap**

An enrolment cap is established centrally based on available permanent accommodation. **In 2020**, Cardiff North Public School has **enrolment numbers**, based on 6 permanent classrooms, that **exceeds its cap**. Therefore only non-local enrolments with exceptional circumstances will be considered. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from out of zone enrolments.

### **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. This buffer is decided annually.

Based on historical data, Cardiff North Public School's enrolment **buffer** is **2 students per classroom (14 students)**. This number of places will be reserved for local enrolments that may arise throughout the year.

### **Enrolment Panels**

If the **demand for out of zone enrolments exceeds availability**, Cardiff North Public School will establish an enrolment panel to consider and make recommendations on all non-local enrolment applications. The panel will consist of an **executive staff member** (not the Principal), a **member of the teaching staff** and a **parent representative** (nominated by the P&C).

The placement panel will record all decisions and evidence of meetings will be available on request to the Director of Educational Leadership.

## **Criteria for Out of Zone Enrolment Applications**

Criteria for the enrolment of non-local students has been determined by the Principal after consultation with the school community and in line with departmental procedures.

Criteria for non-local enrolment may include:

- siblings already enrolled at the school
- proximity and access to the school
- access to single-sex education
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- compassionate circumstances
- structure and organisation of the school
- recent change in the local intake area boundaries
- proximity and access to the school

Selection criteria does not include student ability, performance or achievement. Priority is given to siblings of currently enrolled students, where possible.

The Principal will ensure that the established criteria are applied equitably to all applicants through the school's procedures and practices around student enrolment. In considering applications, the panel assesses only the information and supporting documentation presented on the non-local enrolment application form, available from the school.

Parents will be provided with an explanation of the decisions made by the enrolment panel in writing, should they request it.

## **Appeals**

Unsuccessful non-local applicants may appeal an enrolment panel decision, in writing, to the Principal, in the first instance. The applicant should clearly state the reasons for their appeal and if necessary, the applicant should be provided with assistance, such as an interpreter, to enable the appeal to be set out in writing.

The parent should be advised of the outcome of the appeal in writing. If the matter is not resolved at the school level, the final level of the appeal is to the Director, Educational Leadership

## **Waiting Lists**

Waiting lists may be established for students living out of the Cardiff North Public School zone. Parents will be advised in writing if their child is to be placed on a waiting list and their position on the list. The size of the waiting list will reflect realistic expectations of potential vacancies. **Waiting lists will be current for one year.**

## **Enrolment Forms**

Cardiff North Public School uses the DoE school enrolment forms, which are completed by the parent or guardian either before or upon enrolment. School administrative staff will be happy to assist in the completion of forms or with questions arising where necessary. Enrolment forms are available at the front office, or can be emailed to you. A student is considered to be enrolled at Cardiff North Public School when he or she is placed on the admission register of our school, after proof of address has been sighted and evidence of this has been recorded by the administrative staff.

## **Enrolment Data**

Enrolment data is recorded about each enrolled student to comply with legislation, for administrative purposes and resourcing, accountability and reporting requirements. The Principal maintains a register of the enrolments at the school on the electronics enrolment register prescribed by the Department.



## Cardiff North Public School Application for non-local enrolment

### **Student Information**

Family Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_  
Given Name(s): \_\_\_\_\_ Gender: \_\_\_\_\_  
Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
Parent/carer name: Relationship to student: \_\_\_\_\_  
Current school: \_\_\_\_\_  
Current scholastic year (K-12): \_\_\_\_\_

### **Non-local school placement request**

Proposed scholastic year (K-12): \_\_\_\_\_  
Proposed date for enrolment: \_\_\_/\_\_\_/\_\_\_

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria [published in the Cardiff North Public School Student Enrolment Procedures document, which is located on the school website <https://cardiffnth-p.schools.nsw.gov.au/>], and attach supporting documentation:

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Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

### **School use only**

Date received: \_\_\_/\_\_\_/\_\_\_ Parents advised on: \_\_\_/\_\_\_/\_\_\_ Places available: \_\_\_\_\_

Designated local school: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_