



Cringila Public School

Enrolment Policy

The government school system in New South Wales exists to provide high quality education for all students. The Education Reform Act 1990 outlines the objects of education and the legal requirements for compulsory schooling. In brief, the legislation requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

General Principles Governing Enrolment

- A student is considered to be enrolled when he or she is placed on the admission register of a school.
- A student should be enrolled in one school only at any given time.
- Children are 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.
- Parents may seek to enroll their child in the school of their choice.
- School local areas are determined by the Department of School Education through a process involving consultation between the Properties Directorate and the Director Educational Leadership.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation
- If a child has not been previously enrolled in a NSW public school, when enrolling the child parents will need to present the following documents:
 - child's birth certificate or identity documents
 - proof of student's address – originals of different documents such as; council rates notice or residential lease and electricity bill
 - immunisation history statement based on the Australian Childhood Immunisation Register (ACIR)
 - family law or other relevant court orders (if applicable).
- If the child is not a permanent resident parents will also need to provide:
 - passport or travel documents
 - current visa and previous visas (if applicable).
- For children already enrolled in a NSW public school schools only require:
 - proof of student's address
 - originals of different documents such as; council rates notice or residential lease and electricity bill family law or other relevant court orders (if applicable).

Parents need to inform the principal of any special circumstances, allergies, health or medical conditions, regarding the child before they start school.

Kindergarten enrolment

Children may enroll in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year. By law, all children must be enrolled in school by their sixth birthday. When enrolling, the following documents must be provided;

- child's birth certificate or identity documents
- proof of student's address – originals of different documents such as; council rates notice or residential lease and electricity bill
- immunisation history statement based on the Australian Childhood Immunisation Register (ACIR)
- family law or other relevant court orders (if applicable).

Out of Area Applications

Parents may apply for a placement in a non-local school. Reasons for choosing a non-local placement may include;

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- proximity and access to the school
- siblings already enrolled at the school
- access to single-sex education
- medical reasons
- safety and supervision of the student before and after school
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school

This information will be provided to parents through the Cringila Public School 'Out of Area Application form'. The application will be considered by the Out of Area Enrolment committee. Parents will be provided with an explanation of the decisions of the placement panel verbally or in writing, should they request it.

For further information regarding enrolment please refer to the Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy