



## Cronulla Public School Enrolment Procedures

### Enrolment Principles and Guidelines

The enrolment of students at Cronulla Public School is consistent with the Department of Education (DoE) [Policy](#), with particular attention paid to the following principles:

- 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.
- Children living in the intake area will be enrolled in accordance with the policies of the DoE. The boundary of our intake area can be found at <https://my.education.nsw.gov.au/school-finder>
- The decision regarding where to enrol a student and, with what level of support, will depend on a number of factors, including the student's educational needs, the express desires of parents, the capacity of the system to provide the level of support services required at a particular location, and the availability of support services at alternative locations.
- In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in the enrolment on the grounds of their gender, age, race, religion, ethnicity, disability, sexual preference or marital status.

### Application to enrol at Cronulla Public School

Please use the link below to apply to enrol your child at Cronulla Public School.  
<https://schoolsequella.det.nsw.edu.au/file/8a02d9b7-f934-401e-b96a-0949f04a3e14/1/detsef.pdf>

### Enrolment Processes and Procedures

#### In-area Enrolment

Students are enrolled at Cronulla Public School in accordance with the guidelines of the NSW Department of Education. A student is entitled to enrol at Cronulla Public School if the child's permanent and principal place of residence is situated within the designated intake area and the child is eligible to attend school.

#### Proof of Residency

Parents planning to enrol their child will be asked to complete a 100-point residential address check to confirm they live within the school's designated intake area. This means parents will need to provide documents to verify the child's current address. A list of approved documents is available on the school's website or at

<https://education.nsw.gov.au/content/dam/maineducation/public-schools/going-to-a-public-school/media/documents/Residential-address-check.pdf>

#### Kindergarten Enrolment

Children may enrol at the beginning of the school year if they **turn 5 years of age on or before 31 July in that year**. An original and current utilities or services bill must be presented to the school.

## **Non-Local Enrolment Applications**

### **Enrolment panel**

The Cronulla Public School Enrolment Panel considers and makes decisions regarding non-local enrolment applications. The enrolment panel comprises:

- Deputy/ Assistant Principal
- Staff member
- School community member nominated by the school's Parents' and Citizens' Association
- School Administrative Officer

The Enrolment Panel is chaired by the Deputy/Assistant Principal who has the casting vote. Decisions made by the enrolment panel must be conducted using the criteria for non-local enrolment. The enrolment panel will record minutes of meetings which will be available to the Principal and Director, Educational Leadership upon request.

### **Priority for Non-Local Enrolment Applications**

Criteria for selecting non-local enrolment applications may include one or more of the following factors. The factors listed are in priority order:

1. Siblings already enrolled at the school
2. Recent change in the local intake area boundaries
3. Safety and supervision of the students before and after school care/ travel arrangements and/or distance
4. Student wellbeing / welfare needs including medical needs
5. Compassionate circumstances

The enrolment panel reserves the right to consider, and accept, special case applications. The panel has the authority to give priority of criteria for successful special case applications.

### **Appeals**

The purpose of an appeal is to determine whether the stated criteria have been applied equitably. Appeals against a decision of the Enrolment Panel should be made in writing to the Principal. The Principal will consider the appeal and make a determination. The parent will be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is Director, Educational Leadership.

### **Feedback**

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decisions of the enrolment panel in writing.

### **Waiting Lists**

When enrolments reach capacity, a waiting list will be established for non-local students. Parents will be advised in writing if their child is to be placed on a waiting list. The size of the waiting list will reflect realistic expectations of potential vacancies (which are generally no more than 5 students a year). The waiting list will be current for one year commencing at the beginning of the school year. Vacancies for the following year will be offered in Term 4 to students on the waiting list. Parents of students on the waiting list will be informed in writing that a new waiting list will be established for the following school year and invited to make another application in writing for non-local enrolment.

### **Department Policy References**

Enrolment of Student in NSW Government Schools 2019

**Established:** May 2020



