




STUDENT ENROLMENT POLICY & GUIDELINES



TERRANORA PUBLIC SCHOOL

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Developed by Terranora Public School

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SYNOPSIS

This document supports Terranora Public School's implementation of the NSW Department of Education's Enrolment of Students in NSW Public Schools Policy (January 2025) and should be read in conjunction with the [Enrolment in Kindergarten to Year 12 procedures](#) and [Choosing a school setting](#).

MANAGING ENROLMENTS IN SCHOOLS

Children have the right to enrol at their local public school if they live within the school's designated intake area. These enrolments are referred to as local enrolments. Parents may also apply to enrol their child at a different public school. These enrolments are referred to as non-local enrolments. Consideration of non-local enrolment applications is based on whether the school can accommodate the student and the school's eligibility criteria for non-local enrolments.

To start Kindergarten, a child must turn 5 years old on or before 31 July of that year.

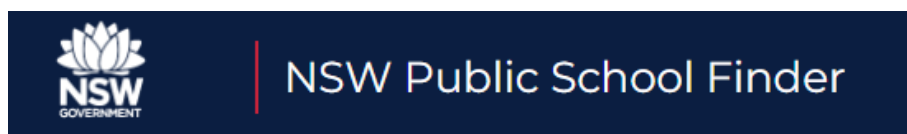
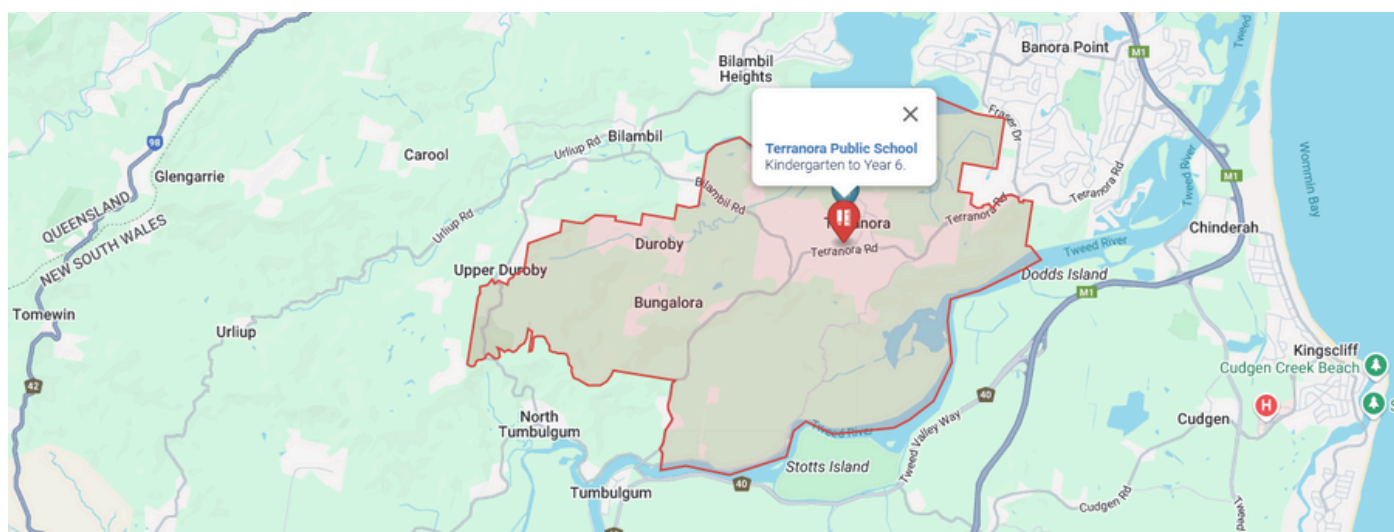
Enrolment applications for local and non-local students can be accessed on the [school's website](#) and at [this link](#) for online local and non-local enrolments.

ONLINE ENROLMENTS

Online enrolment for new students is now available at Terranora Public School for both local and out of zone intake. Enrolment applications can be made through our school website under the 'Enrolment' tab.

LOCAL ENROLMENT

To determine if a student's home is within a school's local intake area, please use the NSW Public School Finder by clicking on the dark blue box below (Use 'Control' and 'Left Mouse Click').



RESIDENTIAL ADDRESS CHECK

Under the Education Act 1990, principals may require proof of a child's residential address to establish their entitlement to enrol in a particular school. Any such requests must be reasonable and take into account the family's circumstances. Schools may use the 100-point residential address check to verify a student's eligibility to enrol.

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

Note: In exceptional circumstances or where a parent is able to provide valid reasons for being unable to provide documents, 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 should consult with the Director, Educational Leadership

ENROLMENT CAP

The Enrolment Cap for a school is based on permanent classroom accommodation. This is determined by the Asset Management Unit. The enrolment cap for Terranora Public School is 370.

Enrolment Cap

LOCAL ENROLMENT BUFFER

Within the enrolment cap, a number of enrolment places must be set aside for the enrolment of local students arriving throughout the year. The size of the buffer will vary at each school based on historical data and enrolment fluctuations. 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 determined in time to assess applications for the following year's enrolment intake. Places in the local enrolment buffer must not be offered to non-local students. At Terranora Public School, the enrolment buffer for 2025 is 10% (37 places). The school can accept and process both local and non-local enrolments online.

Buffer Level



Enrolment

NON-LOCAL ENROLMENT

Non-local enrolment applications are only considered by schools that can accommodate students within their enrolment cap, while still maintaining the required enrolment buffer.

Except for enrolments at the commencement of the school year, schools that have not reached their capacity should only consider non-local enrolments for classes with available places.

Non-local enrolment applications include the [Application to enrol in a NSW Government school](#) and a non-local enrolment application form. This form requires applicants to address the school's published selection criteria and provide any necessary supporting documentation.

CRITERIA

Applications for the enrolment of non-local students will be considered against the following criteria:

1. Proximity and access to the school
2. Siblings already enrolled at the school
3. Safety and supervision of the student before and after school
4. Student wellbeing needs
5. Medical reasons
6. Family with a history or relationship with the school
7. Compassionate grounds
8. Structure and organisation of the school

Note: Where possible, priority should be given to siblings of students currently enrolled at the school.

ENROLMENT PANEL

When demand for non-local enrolment exceeds the number of places available the school will establish an Enrolment Panel to consider all applications against the above criteria. The panel will consist of:

1	A member of the School executive – Chairperson
2	A staff member nominated by the Principal
3	A school community member nominated by the Parent and Citizen 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 their position on the list. The length of the waiting list should reflect realistic expectations of potential vacancies.

ENROLMENT TIME FRAME

It is anticipated that enrolment of students should not exceed 10 days from receipt of a 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.