



# K – 6 Enrolment Procedures

## CONCORD WEST PUBLIC SCHOOL

378 Concord Rd, Concord West NSW 2138

ph (02) 9743 1580

email: [concordw-p.school@det.nsw.edu.au](mailto:concordw-p.school@det.nsw.edu.au)

<https://concordw-p.schools.nsw.gov.au/contact-us.html>

---

**Revised: 2022**



### **Introduction:**

Concord West Public School complies with the Department of Education (DoE) Enrolment Policies and Guidelines;

[https://www.det.nsw.edu.au/policies/student\\_admin/enrolments/enrolpol/PD20020006.shtml](https://www.det.nsw.edu.au/policies/student_admin/enrolments/enrolpol/PD20020006.shtml)

Any child between the ages of six and seventeen is required to be enrolled at a government, registered non government school or training, and is to attend 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 these obligations are fulfilled.

### **General Principles Governing Enrolment:**

1. A student is considered to be enrolled when he or she is placed on the admission register of a school.
2. The Concord West Public School intake area is determined by the NSW Department of Education (DoE), Properties Directorate and the Director, Strathfield Network.
3. No person will be discriminated against enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.
4. Parents may seek to enrol their child in the school of their choice.
5. The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

### **Enrolment Ceiling**

Concord West Public School has a limited capacity due to classroom availability, site restrictions and growth in students in the local area due to residential development. There is limited capacity for considering non local (out of area) enrolments.

### **Temporary Residents**

The NSW Department of Education and Communities allows temporary residents to enrol in most schools. However, in some cases a school may be unable to accept the enrolment. There are a number of reasons for this, including adequate provision for Australian citizens and permanent residents.

### **Local Enrolment Applications:**

Children are entitled to be enrolled at the government school that is designated for the intake area (see Intake Area Map, Appendix A) within which the child's home is situated and that the child is eligible to attend.

Children may enrol in Kindergarten at the beginning of the school year if they turn five years on or before 31 July in that year.

A student whose residential address falls within the designated intake area will be entitled to enrol at Concord West Public School in accordance with the policies of the NSW Department of Education.



The following documents are required to enrol:

- **Proof of residence** is required to substantiate the application. The school must sight recent (dated within the last three months) original documentation from either:
  - Council Land Rates, or Rental Lease Agreements, or a Statutory Declaration made by the owner of the property (see Requirements for Local Area Enrolments to Concord West Public School.
- Completed online application form
- Your child's Birth Certificate (original to be sighted at the office)
- Australian Immunisation Certificate
- Preschool reports (if available)
- Any medical reports or assessments relating to your child's additional needs (if relevant)

An interview with the Principal or delegated Executive member will be held for all new enrolments. A checklist form will be completed during this interview.

### **Non-Local Enrolments:**

- Applications for non-local enrolments will be considered only when there are places available in the school. The enrolment will not create the need for additional staff and accommodation.
- Criteria for Non-Local Enrolment Applications
- Siblings already enrolled at the school
- Safety and supervision of the student before and after school
- Proximity and access to the school
- Extreme compassionate circumstances
- Extreme medical reasons
- Substantial student wellbeing interests
- Special interests and abilities
- Established community links and relationships with the Concord West Public School community, where such links form significant rationale for inclusion (eg enrolment in the local pre-school for a significant period, carers working in the area for a significant period of time)
- Students who leave the school and then return (out of area only)
- Criteria will be applied equitably to all students.

### **Placement Panels:**

A placement panel will be established to consider and make recommendations on all non-local enrolment applications. The composition of the panel will consist of

- School - Community member
- One staff member other than the Principal.
- The Principal who will have the casting vote.

### **Appeals:**

Where a parent / carer wishes to appeal against the decision of the placement panel, an appeal should be made in writing to the Principal. The Principal will seek to resolve the matter.



If the matter is not resolved at the local school level, the Director, Strathfield Network, will consider the appeal and make a determination. The Director, Strathfield Network, will consult with the Principal as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

### **Early Enrolment of Students who are Gifted and Talented**

Early enrolments of students, (this means students who haven't turned 5 by the end of July), who are gifted and talented may be considered under special circumstances, based on the DoE policy for early enrolment. Early entry to school of a student who is intellectually gifted and talented is subject to a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This should be undertaken by a registered psychologist. The Gifted and Talented School Policy outlines the conditions under which students can be considered for early enrolment.

### **Enrolment of Students with Special Learning Needs**

The Department of Education and Training will provide services and resources to support the education of students with disabilities. In considering the enrolment of a student with a disability it is essential to consider every parent's right to choose the school for their child's education. In addition, decisions need to be made regarding physical access to building and equipment and any modifications needed, targeted funding and specialist teachers, consultancy and/or support to be made available, special schools in the local area as alternatives, and special transport needs. An assessment will be made by the principal, in consultation with the parents or caregivers and district special education consultants, to identify the support needs of the student. This will then provide the framework within which enrolment can occur.

### **Enrolment of Non-Australian Citizens**

Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).

Non-Australian citizens holding a temporary visa are required to seek authorisation via the Temporary Visa Holders Unit. Approval by the unit and sighting of original documentation must be submitted with the application to enrol.

Non-Australian citizens seeking enrolment at CWPS will be required to follow the guidelines for both local and non-local enrolments set out in this policy. In addition to the enrolment documentation, visa holders are required to provide the following:

- Passports (original to be sighted)
- Visa documentation
- [Authority to Enrol application form](#) (for temporary residents)

Overseas visitors or tourists (eg students on holidays visiting relatives) to Australia will not be accepted for short term enrolment to the school.