

# Enrolment

---

Written: May 00

Reviewed: June 2007

Review Date: June 2008

---

## Outcomes

Students are enrolled at Summer Hill Public School in accordance with the guidelines of the NSW Department of Education and Training.

## Introduction

An enrolment buffer of 3 places per grade is targeted (except for OC classes) to ensure that eligible local children are provided with a place in our school. OC enrolments are limited to 120 places: 60 places in Year 5 and 60 places in Year 6. Non-local enrolments are accepted if the school has places available inclusive of a buffer zone and the application meets the criteria established by Summer Hill Public School's Enrolment Committee.

## Local enrolment

A student is entitled to enrol at Summer Hill Public School if:

- ✓ the child's home is situated within the designated intake area and
- ✓ the child is eligible to attend school.

Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.

## Designated intake area

The designated intake is determined by the Department of Education and Training. Proof of residence is required to substantiate the application and a parent of the applicant may be required to sign a statutory declaration confirming the home address of the child. The school requests that three documents be provided. Documents which satisfy this requirement include:

- ✓ Latest rate notices
- ✓ Rental/lease document agreements for 12 months and accompanying receipts
- ✓ Utilities accounts.

Rental or lease documents must be in the parents' name(s) and these documents will be confirmed by the school. A map and street breakdown is attached.

## Eligibility

Eligibility for enrolment is dependent on the particular circumstances of each child. The circumstances are:

- ✓ entry at Kindergarten
- ✓ children may enrol at the beginning of the school year if they turn five years of age on or before 31 July in that year. Children generally commence within the first week of the school year however parent/caregivers can choose to commence attendance up to the end of Term 2.

## Early entry to Kindergarten

Early entry is an option available, upon parental request, subject to certain criteria.

The criteria are:

- ✓ the child is within six months of the approved Kindergarten entry age
- ✓ the Principal decides that early entry is appropriate to meet the individual's educational, social and emotional needs.

The process to advise the Principal of the appropriateness of such placement will include:

- A comprehensive evaluation of the child's intellectual functioning, academic skills and social-emotional adjustment conducted by the school counsellor or registered psychologist
- Parental input regarding the social-emotional adjustment of the child.
- A written report from the child's pre-school if they participate in such a program.
- A meeting between the parents, the Principal and the School Counsellor will be held after the evaluation is complete to discuss the suitability of early entry.

To be considered for early entry, the child must be identified as being in the superior range of the Kindergarten cohort and well adjusted socially and emotionally. If agreement cannot be reached, the Principal will determine the suitability of the early entry option.

## **Non-Australian Citizens**

Permanent Residents, New Zealand citizens and Permanent Residents of Norfolk Island.

Non-Australian citizens holding a visa granting permanent residence, New Zealand citizens holding a current New Zealand passport and permanent residents of Norfolk Island are eligible for enrolment and are not liable to pay the Temporary Visa Holders Education Fee. The school must sight the originals of passports and other travel documents and record the details of these documents before enrolment.

## **Temporary Visas**

Temporary visa holders are able to apply for enrolment subject to the conditions of the individual visa (eg specific travel, entry and residency conditions set by Department of Immigration and Migrant Affairs), conditions imposed by the Department and the payment of the Temporary Visa Holders Education Fee (some exclusions to the payment of the fee do exist). Enrolment is accepted for the length of the valid visa.

Students with Temporary Resident visas, Student visas, Visitors visas and Bridging visas apply directly to the school. The school will provide an application form, sight the original travel documents, certify photocopies of these documents and complete section B of the application form. The parent sends the completed form with payment to the International Business Unit.

The International Business Unit will issue an Authority to enrol in a NSW government school for a specified period if the application is successful. Enrolment can commence for the specified period once this authority is received.

Applications from International Students or dependants are processed by the international Business Unit of the Department of Education and Training.

## **ESL support**

ESL support is not available to visitors, exchange students, international students and some other temporary visas.

## **OC enrolment**

The priority list is determined using the guidelines of the Department of Education and Training.

Students must compete academically with other candidates from other schools in our designated zone for opportunity class placement. Academic merit is determined mainly by the combination of the results of the Opportunity Class Placement Test in English language, mathematics and general ability together with the primary school assessments of student performance in English and mathematics.

Children qualifying for Year 5 opportunity class placement will usually be aged between 9 years 5 months and 11 years on 31 December of the year they enter Year 4.

Students holding temporary visas are not eligible for OC placement. Appeals regarding enrolment decisions are to be directed to the Manager, Selective Schools Unit, Department of Education and Training.

Opportunity Class Placement Application forms are normally available in May with the statewide Opportunity Class Placement Test being held in Term 3.

## Non local enrolments

Summer Hill Public School must ensure that there are sufficient places for eligible local children. Where spare permanent accommodation exists, non-local placements must not generate demand for extra staff or create disruption to school routine

## Enrolment committee

The Summer Hill Public School Enrolment Committee considers and makes decisions on non-local enrolment application. The enrolment committee comprises:

- ✓ the Principal
- ✓ one staff member
- ✓ one school community member nominated by the school's Parents' and Citizens' Association

The Enrolment Committee is chaired by the Principal who has a casting vote. Decisions made by the Enrolment Committee must be made within the criteria for non-local enrolment. The enrolment committee will keep minutes of meetings which are available to the School Education Director, Sydney Inner West Region, on request.

## Criteria for non-local enrolment

The Summer Hill Public School Enrolment Committee determines the non-local enrolment criteria for Summer Hill Public School within the guidelines of the Department of Education and Training.

The criteria are:

- ✓ appropriate staff and permanent accommodation are available
- ✓ a sufficient enrolment buffer exists for eligible local enrolments and the school is within its enrolment ceiling
- ✓ children of current Summer Hill staff
- ✓ siblings of currently enrolled non local students (other than OC students)
- ✓ proximity and access to the school eg boundary line
- ✓ students transferring to Year 3 from Yeo Park Infants School

The Enrolment Committee reserves the right to consider, and accept, special case applications. The enrolment committee has the authority to change the priority of criteria for successful special case applications.

## Waiting list

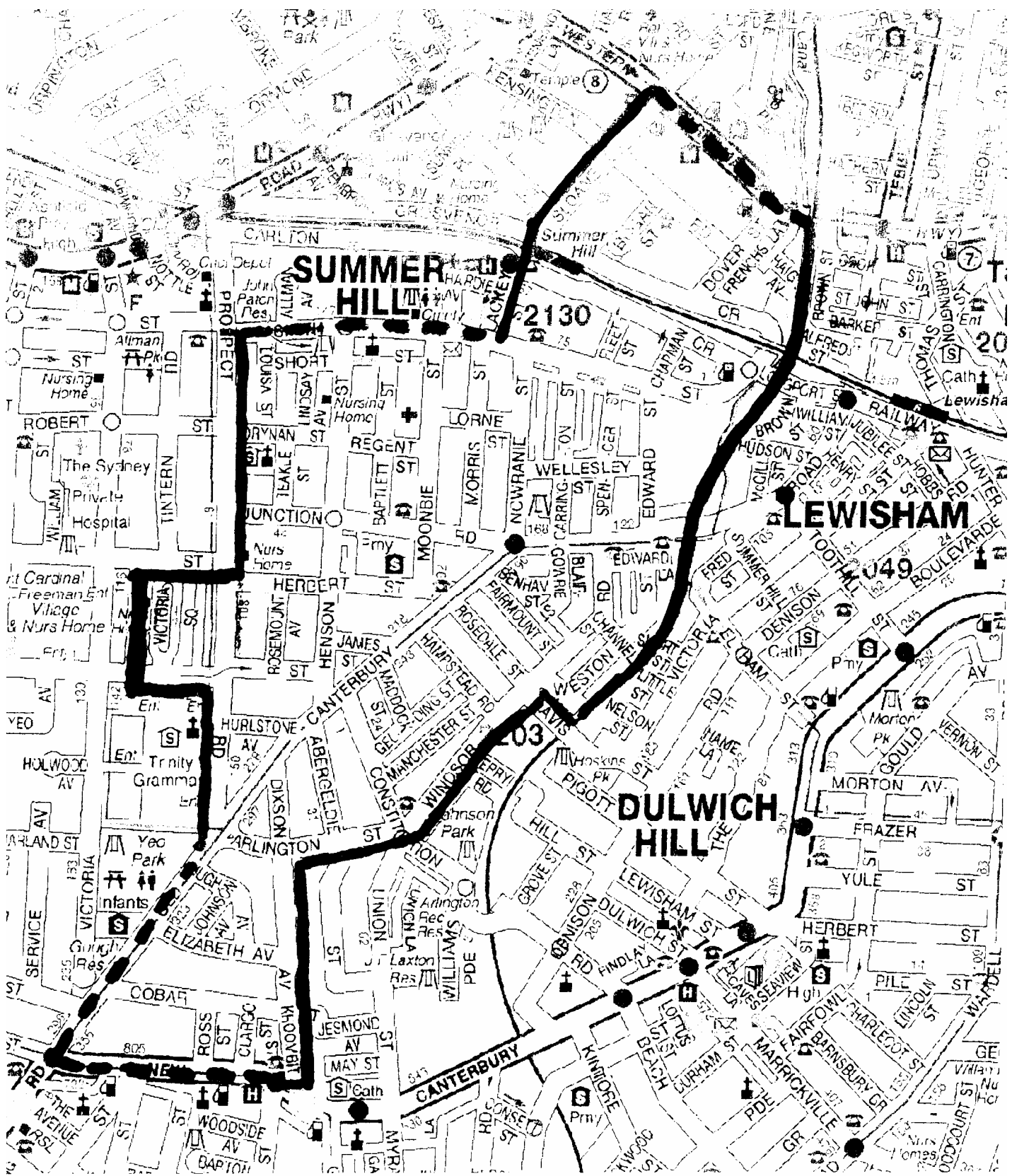
A waiting list will be established for non-local applications. The enrolment committee will determine the priority of each application. The priority order of the waiting list will be reviewed periodically.

## Appeals

Appeals against a decision of the Enrolment Committee should be made in writing to the Principal. If the appeal is not resolved locally, it will be referred to the School Education Director- Sydney Inner West Network.

Suburb	Street Name		Odd	Even
Ashfield	Victoria Sq	All		
<b>Dulwich Hill</b>	<b>*Abergeldie St</b>	<b>Some</b>	<b>1 - 35</b>	<b>2 - 30</b>
<b>Dulwich Hill</b>	<b>*Arlington St</b>	<b>Some</b>	<b>29- 47</b>	<b>2 - 48</b>
Dulwich Hill	Benham St	All		
Dulwich Hill	Blairgowrie St	All		
Dulwich Hill	Channel St	All		
Dulwich Hill	Clargo St	All		
<b>Dulwich Hill</b>	<b>*Cobar St</b>	<b>Some</b>	<b>17 - 87</b>	<b>10 - 46</b>
<b>Dulwich Hill</b>	<b>*Constitution Rd</b>	<b>Some</b>	<b>1 - 33</b>	<b>2 - 46</b>
<b>Dulwich Hill</b>	<b>**Davis St</b>	<b>NIL</b>		
Dulwich Hill	Dixson Ave	All		
Dulwich Hill	Edward Lane	All		
Dulwich Hill	Elizabeth Ave	All		
Dulwich Hill	Fairmount St	All		
Dulwich Hill	Gelding St	All		
Dulwich Hill	Hampstead Rd	All		
Dulwich Hill	Hugh Ave	All		
Dulwich Hill	Johnson Ave	All		
Dulwich Hill	Kroombit St	All		
Dulwich Hill	Maddock St	All		
Dulwich Hill	Manchester St	All		
<b>Dulwich Hill</b>	<b>*New Canterbury Rd</b>	<b>Some</b>	<b>723 - 875</b>	<b>nil</b>
<b>Dulwich Hill</b>	<b>*Old Canterbury Rd</b>	<b>Some</b>	<b>115 - 355</b>	<b>122 - 296</b>
Dulwich Hill	Rosedale St	All		
Dulwich Hill	Ross St	All		
<b>Dulwich Hill</b>	<b>**Terry Rd</b>	<b>NIL</b>		
Dulwich Hill	Weston St	All		
Dulwich Hill	Windsor St	All		
Summer Hill	Bartlett St	All		
Summer Hill	Bogan St	All		
<b>Summer Hill</b>	<b>Carlton Cres</b>	<b>Some</b>	<b>1 - 49</b>	<b>2 -50</b>
Summer Hill	Carrington St	All		
Summer Hill	Chapman St	All		
<b>Summer Hill</b>	<b>**Clissold St</b>	<b>NIL</b>		
Summer Hill	Dover St	All		
Summer Hill	Drynan St	All		
Summer Hill	Edward St	All		
Summer Hill	Fleet St	All		
Summer Hill	Frenchs lane	All		
<b>Summer Hill</b>	<b>*Grosvenor Cres</b>	<b>Some</b>	<b>1-28</b>	<b>1-28</b>
Summer Hill	Haig Ave	All		
Summer Hill	Henson St	All		
Summer Hill	Herbert St	All		
Summer Hill	Hurlstone Ave	All		

Summer Hill	James St	All		
Summer Hill	Junction Rd	All		
<b>Summer Hill</b>	<b>*Kensington Rd</b>	<b>Some</b>	<b>1 - 57</b>	<b>2 - 50</b>
<b>Summer Hill</b>	<b>**Lackey St</b>	<b>NIL</b>		
Summer Hill	Lindsay Ave	All		
Summer Hill	Lorne St	All		
Summer Hill	Louisa St	All		
Summer Hill	Moonbie St	All		
Summer Hill	Morris St	All		
Summer Hill	Nowranie St	All		
<b>Summer Hill</b>	<b>*Parramatta Rd</b>	<b>Some</b>	<b>nil</b>	<b>2-48</b>
<b>Summer Hill</b>	<b>*Prospect Rd</b>	<b>Some</b>	<b>83 - 119</b>	<b>42 - 150</b>
Summer Hill	Regent St	All		
Summer Hill	Rosemount Ave	All		
<b>Summer Hill</b>	<b>*Seaview St</b>	<b>Some</b>	<b>1A ONLY</b>	<b>2 - 54</b>
Summer Hill	Short St	All		
Summer Hill	Sloane St	All		
<b>Summer Hill</b>	<b>*Smith St</b>	<b>Some</b>	<b>1-103</b>	<b>All</b>
Summer Hill	Spencer St	All		
Summer Hill	Teakle St	All		
Summer Hill	Wellesley St	All		



**SUMMER HILL**

**LEWISHAM**

**DULWICH HILL**

2130

2049

203

PROPECT

ROBERT

VICTORIA

HOLWOOD

SERVICE

NEW

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST

ST