



# Changes to the enrolment policy come into effect in Term 3 2019

Existing enrolments are not affected

The Enrolment of Students in NSW Government Schools policy is in place to assist schools meet their obligations under the Education Act 1990.

It outlines procedures to ensure that schools uphold the NSW Department of Education's core values of equity, accountability and integrity in the enrolment process.

A review was necessary to support the department's responsibility to ensure that resources are effectively and equitably used across our schools.

## About the revised policy

The revised policy is designed to support schools to better manage non-local enrolment applications.

It is primarily a consolidation of enrolment instructions in several memoranda and supplementary web documents circulated to schools over a number of years.

It is important to note that students are entitled to be enrolled at their local school, whether or not the school is at capacity.

## What are the changes?

### The enrolment cap

The enrolment cap is the number of students that can be enrolled at a school based on permanent accommodation. The cap is set centrally and replaces enrolment ceilings currently in use.

The enrolment cap does not apply to preschool classes or schools without designated intake areas, for example selective schools.

### The local enrolment buffer

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year.

The local enrolment buffer will vary based on school profile and previous enrolment patterns. This means that schools with high fluctuations in enrolment may set a larger buffer than schools where mid-year enrolments are low. Once a school has reached their local enrolment buffer places cannot be offered to non-local students.

The school's local enrolment buffer, along with the school's non-local enrolment criteria, is to be reviewed on a regular basis. Any change is to be approved by the Director, Educational Leadership in time for enrolment of the following year's intake.

## 100-point residential address check

Schools at or near their local enrolment buffer or above their enrolment cap must undertake the prescribed 100-point check to verify that the student presenting for enrolment resides within the school's designated intake area.

In exceptional circumstances, the principal may waive this requirement subject to approval by the Director, Educational Leadership.

## Contacting the principal of the child's local school

In schools that are near their local enrolment buffer, principals in receipt of an application for a non-local enrolment will inform the principal of the student's local school and seek the approval of the Director, Educational Leadership before enrolling the child.

## Criteria for non-local enrolment

The revised policy clarifies that criteria for non-local enrolments will not include student ability, performance or achievement.

For schools under their cap and buffer priority should be given to siblings of currently enrolled students, where possible.

## Local status due to boundary change

From time to time changes to a local intake area might result in a family with a child/children currently enrolled and in attendance at the school as local students consequently residing outside the local intake area. These families will retain the entitlement to enrol siblings together at the school, regardless of whether the school is over the buffer or cap.

Where a local student has moved residential address following initial enrolment, or was enrolled as a non-local student, the family does not have an entitlement to enrol siblings at the school. Criteria for non-local enrolment as determined by the school would apply to siblings.

## Non-local enrolment panels

There is no change in the requirement for the formation of non-local enrolment panels. A panel needs to be formed to consider non-local enrolment applications when number of non-local applications received exceeds the number of places available below the local enrolment buffer level.

Schools that are above their buffer level cannot enrol non-local students, and therefore have no need to form a non-local enrolment panel.

Schools that can accommodate the non-local enrolment applications received without exceeding their buffer level should process the enrolments without forming a panel.

## Transition to the revised policy

All schools will be supported by their Director, Educational Leadership to meet the new requirements.

From Term 2 Week 8, Directors, Educational Leadership will notify schools of their calculated enrolment cap and work with all principals in their network to support the transition to the revised policy.

Principals will work with the Director, Educational Leadership to:

1. meet with their Director, Educational Leadership to set a local enrolment buffer
2. ensure that relevant staff know their school's cap, and whether they can or cannot accept non-local enrolments
3. review and publish non-local selection procedures if nearing or over the buffer
4. for schools over the cap, meet with their Director, Educational Leadership to establish a plan for managing the school's enrolment numbers.

Enrolment caps will apply from Term 4 Week 1.

## For schools that are above their enrolment cap

There are many reasons why a school is over their enrolment cap. This may be due to historical factors, or increasing demand from local enrolment.

It is important to note that schools can be over their enrolment cap but still be complying with the requirements of the enrolment policy.

To comply with the policy, schools that are over the cap:

- must not accept any mainstream non-local enrolments unless required by the Director, Educational Leadership.
- must use the prescribed 100-point residential address check to ensure that students being presented for enrolment reside within the designated intake area.

## Contact

For general enquiries contact: 1300 679 332 or email: [DoEinfo@det.nsw.edu.au](mailto:DoEinfo@det.nsw.edu.au)

For enrolment enquiries, speak to your local school.

Find school contact details at: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/finding-a-public-school>

For staff, further information on the transition support for schools is available at: <https://education.nsw.gov.au/enrolment-policy-changes>

For advice on the revised policy:

- Schools should contact the Director, Educational Leadership.
- Directors, Educational Leadership should contact Schools Policy and Information Management on 02 7814 3870.