



Enrolment Principles and Guidelines Revised February 2020

The enrolment of students at Ramsgate 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 is clearly marked on the School Catchment Map from the DoE Demographer (attached).
- The decision on where to enroll 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 generally and 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.

Enrolment Processes and Procedures

Local Enrolment

Students are enrolled at Ramsgate Public School in accordance with the guidelines of the NSW Department of Education. A student is entitled to enroll at Ramsgate 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.

Enrolment Cap

The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. The enrolment cap tells us whether the school may or may not have the capacity to accept nonlocal enrolments. It is not a target or limit on the number of local enrolments a school can take.

A current enrolment cap for Ramsgate Public School has been established at 538 students (23 permanent teaching spaces with an average of 23.3 students per class).

Once this number of enrolments has been reached, in general, children who do not live within the designated intake area will not be enrolled.

Enrolment Buffer

Within the enrolment cap, a buffer will be determined to accommodate 'local enrolments' arriving throughout the year. The size of the buffer will be based on historical data, enrolment fluctuations and on the number of families moving in and out of the area. Places in the buffer will not be offered to non-local children except in exceptional circumstances.

Proof of Residency

The school will seek evidence demonstrating that the child's place of residence is within the designated intake area and uses a 100-point residential address check to determine student's entitlement to enroll at the school (See Figure 1.0).



RAMSGATE PUBLIC SCHOOL

Chuter Avenue, Ramsgate. 2217 Telephones: 9529 7267 9529 7266 Facsimile: 9529 8116
Email: ramsgate-p.school@det.nsw.edu.au Website: www.ramsgate-p.schools.nsw.edu.au

Please be aware of the following paragraph on the front page of 'Application to enroll in a NSW government school' which states:

'Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.'

Please also note the following:

A child enrolling at Ramsgate Public School is required to live with his/her parents or legal guardians. Staying with a relative or friend does not qualify a child as "a resident". Proof of Guardianship must be supported by the relevant papers endorsed by the Family Court of Australia.

Applicants are required to be permanently residing in the designated intake area at the time of making an application to the school.

If the child's place of residence changes at any time after your child commences school, the child's parent or guardian must notify the school immediately so that the school records remain accurate.

Figure 1.0 100-point residential address requirements

Document showing the full name of the child's parent	Points
<p>1. Only one of (i.e. no additional points for additional documents)</p> <p>1.1 Council rates notice</p> <p>1.2 Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt</p> <p>1.3 Exchanged contract of sale with settlement to occur within the applicable school year</p>	40
<p>2. Any of the following</p> <p>2.1. Private rental agreement for a period of at least 6 months</p> <p>2.2. Centrelink payment statement showing home address</p> <p>2.3. Electoral roll statement</p>	20 each
<p>3. Any of the following documents</p> <p>3.1. Electricity or gas bill showing the service address*</p> <p>3.2. Water bill showing the service address*</p> <p>3.3. Telephone or internet bill showing the service address*</p> <p>3.4. Drivers license or government issued ID showing home address*</p> <p>3.5. Home building or home contents insurance showing the service address</p> <p>3.6. Motor vehicle registration or compulsory third party insurance policy showing home address</p> <p>3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this</p> <p>* up to 3 months old</p>	15 each



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You will need to bring the following documents with you:

- Your child's birth certificate or identity documents
- Your child's immunisation record
- Proof of child's address - originals of different documents such as your council
- Rates notice or residential lease and electricity bill
- Low income health care card (if applicable)
- Family law or relevant court orders (if applicable)

Kindergarten Enrolment

For students entering Kindergarten the principal place of residence must be re-confirmed at the commencement of the school year prior to the child's first day of attendance. An original and current utilities or services bill must be presented to the school. Children may enroll at the beginning of the school year if they **turn 5 years of age on or before 31 July in that year.**

Non-Australian Citizens

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.

Applicants in this category are required to be permanently residing in the designated intake area at the time of making an application to the school.

Siblings of children currently enrolled at Ramsgate Public School not living in the designated intake area, will have to make an application as a non-local enrolment. Offers to non-local applicants may only be made when places are available.

Non-local enrolments

A non-local enrolment is a student whose permanent and principal place of residence is beyond the designated intake area.

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

- The school is within its enrolment cap
- A sufficient enrolment buffer exists for eligible local enrolments
- Availability of appropriate staff and permanent accommodation
- Siblings of students currently enrolled in the school
- Students with special needs who require accessibility
- Recommendations from government agencies such as FACS
- Medical reasons
- Proximity and access to the school
- Safety and supervision of the student before and after school
- Special interests and abilities
- Compassionate and / or special family circumstances



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Enrolment of non-local siblings

Applications from siblings of non-local students enrolled at Ramsgate PS prior to Term 4, will be considered by the enrolment panel, even if the school is above its enrolment cap. These applications will be given priority, where possible. This does not relate to a family where the elder sibling is completing Year 6 with their sibling enrolling in Kindergarten the following year.

Siblings of currently enrolled students who were local when enrolled but are now non-local because of boundary changes are entitled to enrol.

Siblings of non-local enrolments accepted in 2020 or beyond may only be considered for enrolment if the school is within its enrolment cap.

Enrolment panel

The Ramsgate Public School Enrolment Panel considers and makes decisions on non-local enrolment application. The enrolment panel comprises:

- Deputy Principal
- Staff member
- School community member nominated by the school's Parents' and Citizens' Association and if required

The Enrolment Panel is chaired by the Deputy Principal who has the casting vote. Decisions made by the Enrolment Panel must be made within the criteria for non-local enrolment. The enrolment panel will keep minutes of meetings which are available to the Principal and Director, Educational Leadership on request.

The Enrolment Panel does not have the capacity to offer placement to non-local students without the approval of Director Educational Leadership, Kogarah Network when the school is above its enrolment cap.

Waiting list management - Primary School

Non-local students will be requested to submit an application for non-local enrolments by 31 July. Applications received by 31 July may be placed on a waiting list. The enrolment panel will consider the merit of each application.

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.

Documents Following:

Document A: Ramsgate Public School Catchment Area Map



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Document A: Ramsgate Public School Catchment Area Map (as at March 2020)

