

NSW Department of Education

Islington Public School

Student Enrolment

Procedures and Protocol

Synopsis

This document supports Islington Public School's implementation of the NSW Department of Education's Enrolment of Students in NSW Government Schools Policy [Enrolment of students](#) and should be read in conjunction with the [Enrolment policy changes](#) and [Enrolment in Kindergarten to Year 12 procedures](#).

Managing enrolments in schools

A student is entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice.

Acceptance is subject to the child being eligible to attend and the school can accommodate the child ([Enrolment of students](#) 1.5).

Public preschools, specialist settings, programs and services, distance education, temporary residents and international student enrolments are subject to specific procedures, eligibility criteria and assessments ([Enrolment of students](#) 1.7).

Parents may enrol their child in Kindergarten at the beginning of the school year if the child turns 5 years of age on or before 31 July of that year. The *Education Act 1990* mandates that all children must be in compulsory schooling by 6 years of age (unless exempted under the [Exemption from school procedure](#)).

Specific procedures, eligibility criteria and assessments that may apply to enrolments are outlined in the following documents:

- [Enrolment in Kindergarten to Year 12 procedures](#)
- [Selective high schools and opportunity class placement procedures](#)
- [Enrolment in distance education procedures](#)
- [Enrolment of temporary residents procedures](#)
- [Enrolment in NSW public preschools](#)

Summary of Changes

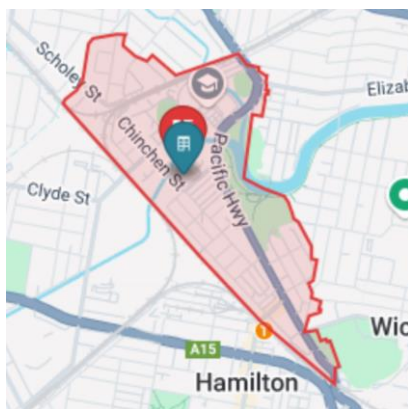
For enrolments commencing in Term 1 2025 [Enrolment policy changes](#):

- temporary resident students will be entitled to enrol at their local school, and enrolment and tuition fees will be waived for regional students on Temporary Skill Shortage (subclass 482) visas
- schools will prioritise non-local enrolments for siblings of students in support classes, even if the school has exceeded its cap and allowance

- schools will prioritise non-local enrolments for siblings of currently enrolled students, if the school has not exceeded its cap and allowance
- schools will consider non-local enrolments for children of school staff if the school has not exceeded its cap and allowance.

Local Enrolment

To determine if a student's home is within a school's local intake area, please use the [School Finder App](#).



Proof of identity/date of birth and residential address

Principals and school staff can request:

- proof of a student's identity, date of birth, and home address. This can be in the form of documents or a statutory declaration, or both. The documents requested should be reasonably required to process the application
- multiple documents if they have reasonable doubts about the student's true residential address.

Proof of address

Under the *Education Act 1990*, principals may require proof of address to establish a child or young person's entitlement to enrol in the local school. Any requests for proof of address must be reasonable in the circumstances [Enrolment in Kindergarten to Year 12 procedures](#)

Schools that are at or nearing their local enrolment buffer as calculated in accordance with section 1.2.7, use the following 100-point residential address check to determine the student's entitlement to enrol at the school Refer to [Enrolment in Kindergarten to Year 12 procedures](#).

Enrolment cap

The Enrolment Cap for a school is established centrally based on permanent accommodation.

The enrolment cap for Islington Public school is 185.

Enrolment cap

Buffer level



Enrolment

Non-local enrolment

The Callaghan Principal network believe students should attend their local school. Principals will direct parents/carers enquiring about non-local enrolment back to their local school. Also, principals are required to contact the locally zoned school of the child seeking non- local enrolment. If the school is considering accepting a non- local enrolment, when the school's enrolment are close to the local enrolment buffer, they are required to consult with the Director Educational Leadership Nathan Forbes ([Enrolment in Kindergarten to Year 12 procedures 4.2](#))

To allow schools to support non-local enrolments for students who meet the non- local enrolment criteria, eligible schools will be allocated a temporary additional allowance for 2025. The temporary additional allowance will enable schools that are near or at their enrolment cap to accept additional non-local enrolments under current policy guidelines [Enrolment in Kindergarten to Year 12 procedures](#) and Policy [Enrolment of students](#).

Non-local enrolment criteria

Except for enrolments at the commencement of the school year, schools that have not reached their local enrolment buffer level should only accommodate non-local enrolments into classes with available places ([Enrolment in Kindergarten to Year 12 procedures 4.4](#)).

Where demand for non-local enrolment exceeds the number of available places below the local enrolment buffer, enrolment applications must be considered and prioritised against the criteria outlined below.

- to ensure that students with additional needs have access to high-quality public education, students with learning and wellbeing needs requiring reasonable adjustments and/or additional educational support, including cultural considerations, disability, developmental age, trauma, child protection concerns, medical and individual needs and circumstances
- sibling currently attending the school, with siblings of students in support units given priority
- parent or carer works at the school

- Also refer to optional criteria [Enrolment in Kindergarten to Year 12 procedures](#)

Enrolment Panel assessing non-local enrolments

When demand for non-local enrolment exceeds the number of places available below the local enrolment buffer the school will establish an Enrolment Panel to consider all applications against the above criteria 4.3 /4.4 [Enrolment in Kindergarten to Year 12 procedures](#). Use Non-enrolment template to record meeting notes and decision.

1	School Executive - Chairperson
2	Staff member nominated by the Principal
3	School community member nominated by the school's parent organisation

Recording reasons for accepting or declining non-local enrolment applications

Principals must:

- identify the primary reason, and any secondary or tertiary reasons, for accepting or declining a non-local enrolment application submitted through the Online Enrolment System
- record these in the Online Enrolment System (**4.6 [Enrolment in Kindergarten to Year 12 procedures](#)**).

Waiting lists

The enrolment panel:

- can create a waiting list of students who were not offered a place, which will be valid for the current year only
- informs parents in writing if their child is on a waiting list and what their position is ensures that the waiting list length reflects realistic expectations regarding potential vacancies (**4.7 [Enrolment in Kindergarten to Year 12 procedures](#)**).

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. Refer to Principal and staff responsibilities in (4.8 Enrolment in Kindergarten to Year 12 procedures).

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 (4.8 Enrolment in Kindergarten to Year 12 procedures)

Director Educational Leadership Endorsement

School	
Year	
Enrolment Cap	
Buffer	
Current Enrolment Number	
Student Name/s that are being presented for endorsement	
<p>Approaching Buffer – Non-Local Enrolments requiring Director approval.</p> <p><i>When the school's enrolment level is close to the local enrolment buffer, the principal is required to inform the principal of the child's local school when considering the non-local enrolment application, and to seek approval of the Director, Educational Leadership before making an offer to enrol the child.</i></p>	
<p>I confirm my endorsement</p> <p>Signature:</p> <p>Nathan Forbes Director, Educational Leadership (Rel) Callaghan Network May 2025</p>	

