



# **Kenthurst Public School**

## **Student Enrolment Procedures and Guidelines**

**2025**

## Enrolment Procedure

This procedure was developed in reference to the [Enrolment in Kindergarten to Year 12 procedures](#) (PD-2002-0006-01-V02.0.0).

This procedure is located on Kenthurst Public School's website within the **Our School** tab.

Kenthurst Public School website: <https://kenthurst-p.schools.nsw.gov.au/>

### Managing enrolments in schools

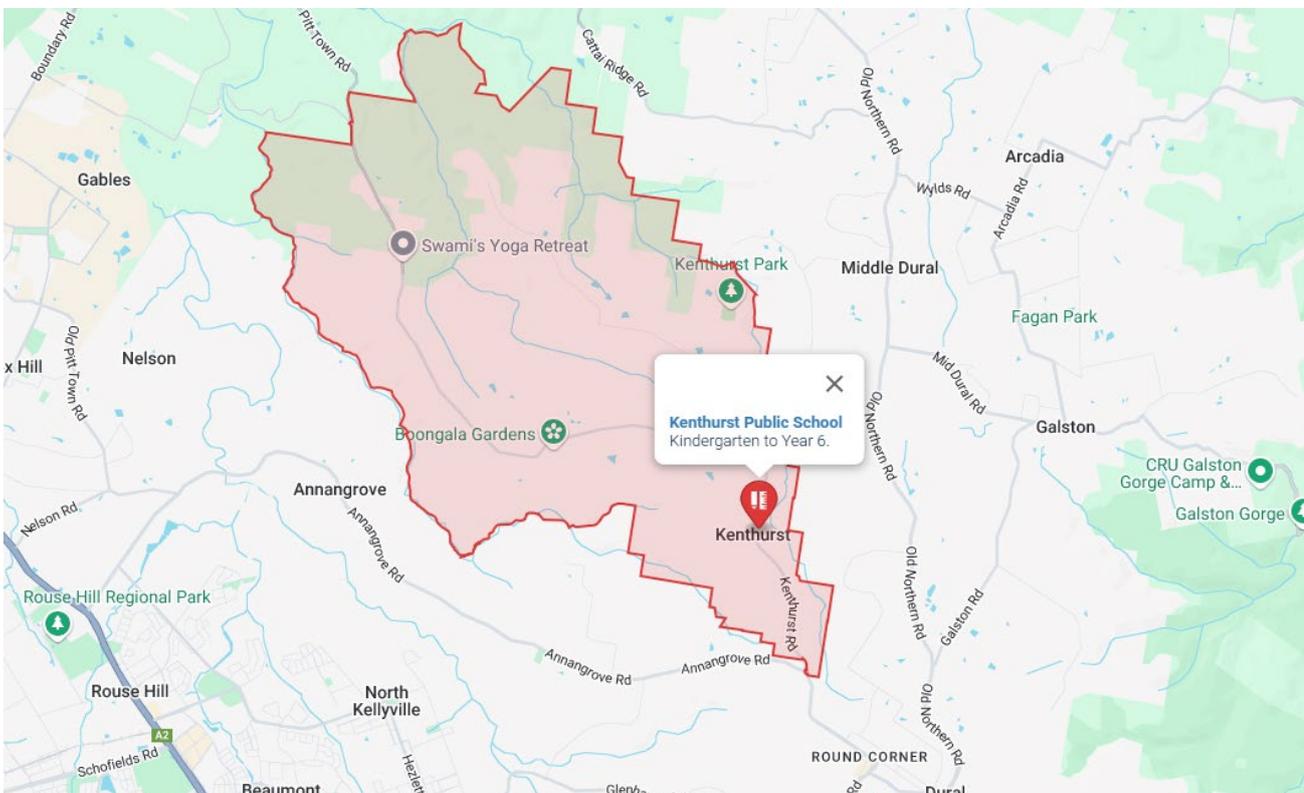
A student is entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice. Acceptance is subject to the child being eligible to attend and that the school can accommodate the child. Parents/carers 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 in that year. The *Education Act 1990* mandates that all children must be in compulsory schooling by 6 years of age.

### Local Enrolment Process:

Parents/carers complete an online enrolment application which is available from NSW Department of Education. It can be accessed through Kenthurst Public School's website within the Enrolment tab. Alternatively a paper enrolment form can be completed and provided to the school.

To determine if a student's address is within a school's local intake area, please click on the link below:

[School Finder](#)



Kenthurst Public School's intake area is highlighted in the above map.

To confirm a child's eligibility to enrol, proof of address is required. Please refer to the *100 point residential check table below for proof required*. This documentation must be sighted at the front office and verified.

Document showing the full name of the child's parent or carer	Point
1. Only one of (i.e. no additional points for additional documents) <ul style="list-style-type: none"> <li>1.1 Council rates notice</li> <li>1.2 Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt</li> <li>1.3 Exchanged contract of sale with settlement to occur within the applicable school year</li> </ul>	40 each
2. Any of the following: <ul style="list-style-type: none"> <li>2.1 Private rental agreement for a period of at least 6 months</li> <li>2.2 Centrelink payment statement showing home address</li> <li>2.3 Electoral roll statement</li> </ul>	20 each
3. Any of the following: <ul style="list-style-type: none"> <li>3.1 Electricity or gas bill showing the service address*</li> <li>3.2 Water bill showing the service address*</li> <li>3.3 Telephone or internet bill showing the service address*</li> <li>3.4 Drivers licence or government issued ID showing home address**</li> <li>3.5 Home building or home contents insurance showing the service address</li> <li>3.6 Motor vehicle registration or compulsory third party insurance policy showing home address</li> <li>3.7 Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this</li> </ul>	15 each

\* Up to 3 months old

\*\* That is current or expired within the last 3 months

NB: Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check requirements when assessing a child's entitlement to enrol at the school. If this is to occur, principals are required to seek the approval of the Director, Educational Leadership.

### Enrolment Cap

The Enrolment Cap for a school is established centrally based on permanent accommodation. Kenthurst Public School has 11 permanent classrooms. **At Kenthurst the enrolment cap is 301 with an additional buffer of 15 places for local enrolments.** If enrolment reaches 286 students, Kenthurst Public School is unable to enrol non-local students. Current enrolment is 188.

Enrolment cap



Buffer level



### 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 size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area. The size of the local enrolment buffer is set locally by the principal in consultation with the Director, Educational Leadership.

It is reviewed annually and set in time for assessing applications for the following year's enrolment intake

### Non-local Enrolment Process:

Parents/carers living outside of Kenthurst Public School's local intake area may apply to enrol their child although this is subject to Kenthurst's student enrolment cap (capacity).



Enrolment

Where demand for non-local enrolment is below the local enrolment buffer, the school **does not** need to establish an enrolment panel to assess non-local applications.

Where non-local enrolment applications exceed available places, an enrolment panel will be formed to consider non-local criteria addressed in the online enrolment form.

### **Non-local enrolment criteria**

These applications are given priority:

- 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

These applications are given consideration:

- parent or carer works at the school
- proximity and access to the school
- structure and organisation of the school (examples could include alternative school hours, compressed days, agriculture, sporting and/or music programs)
- access to single sex education
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- recent changes in the local intake area boundaries
- school is under buffer or cap and has capacity

### **Enrolment Panel**

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.

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

The school will inform parents/carers of the outcome of their application in a timely manner.

### **Waiting lists**

A waiting list may be created for non-local students who are not offered enrolment. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it.

### **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. The principal determines whether the panel has applied the stated

criteria equitably and makes a determination. Parents will be advised of the outcome in writing.

### Enrolment Application Decision Tree

