

NSW Department of Education

Lindsay Park Public School Student Enrolment

Procedures and Protocol

Revised annually in consultation with the P&C. Revised September 2025 in consultation with the P&C.



Synopsis

This document supports Lindsay Park 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](#).

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

* up to 3 months old

** that is current or has expired within the last 3 months.

Implementation

Enrolment cap

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

As no accommodation will be provided to cater for increased enrolments resulting from non-local placements, an Enrolment Buffer of 2 per class has been determined. This buffer is to cater for unexpected local students arriving throughout the year.

The enrolment cap for Lindsay Park Public school is 324.

Non-local enrolment

The Wollongong 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. Out of area applications are accepted only after the family have met with the Principal from their local school.

When the school's enrolment level is close to the local buffer or exceeds the enrolment cap, the principal is required to inform the principal of the child's local school and seek approval of the Director, Educational Leadership before making an offer to enrol the child.



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

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.

In considering applications, the panel assesses only the information and supporting documentation presented on the non-local enrolment application form. Minutes and decisions from placement panel meetings will be recorded. The parent should be advised of the outcome in writing.

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

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](#))