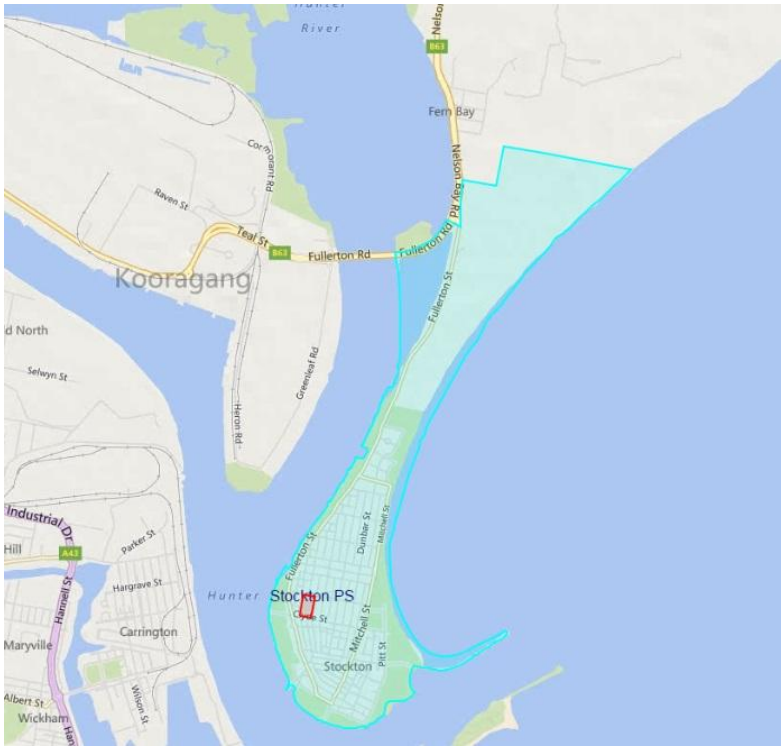
STOCKTON PUBLIC SCHOOL
ENROLMENT PROCEDURES

Stockton Public School's enrolment procedures are in accordance with the Department of Education Enrolment of Students in NSW Government School policy.

Stockton Public School's local intake area has been designated by the Department of Education. Our local intake area is marked on the following map. The school finder tool (https://education.nsw.gov.au/school-finder) provides information about school intake areas to assist parents in determining their local school.



ENROLMENT CAP

The enrolment cap for Stockton Public School is 270 students based on 11 permanent classrooms. Based on historical data, a buffer of five (5) enrolment places has been allocated to accommodate local students arriving throughout the year. Therefore, once student enrolments reach 265 students, Stockton Public School is unable to enrol non-local students.

ENROLMENT APPLICATIONS

Parents may seek to enrol their child directly at their local public school by completing the *Application to enrol in a NSW Government school* form.

Parents or carers may enrol a child if they turn 5 years of age on or before 31 July in that year. Compulsory school aged students are entitled to enrol at Stockton Public School if their home is within the school's local intake area, as shown above on the map. Parents may, however, apply to enrol their child in the school of their choice. Acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

Jodie Holt
Principal
20 Feb 2026

Stockton Public School requires proof of address in order to enroll at our school. Parents must provide 100 points for a residential address check. Please see the following table

Document showing full name of the child's parent	Points
1. Only one (i.e. no additional points for additional documents) 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	40
2. Any of the following 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	20 each
3. Any of the following documents 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. Drivers 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	15 each

* Up to three months old

TRANSFER OF ENROLMENT INFORMATION

Enrolling from a NSW Government School

The transfer of enrolment information between NSW government schools is permitted by parental consent obtained on the enrolment application. Principals can access enrolment information in the enrolment register. The parent of the student changing schools is required to update enrolment information.

Enrolling from a NSW non-Government school

When a student from a non-government school is enrolling in Stockton Public School there are four ways information can be shared between government and non-government schools in NSW:

- any information by consent of the parents
- information relevant to the safety, welfare and wellbeing of students under the age of 18, under Chapter 16A of the Children and Young Persons (Care and Protection) Act 1998, in accordance with the Child Protection Policy: Responding to and reporting students at risk of harm.
- information relevant to the assessment and management of health and safety risks to schools arising from a student of any age who has a history of violent behaviour under Part 5A of the Education Act 1990
- where an exception to relevant privacy legislation applies, such as medical or other emergency or
- where disclosure is ordered by a court.

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Enrolling from a school outside NSW

The Interstate Data Transfer Note is a national system for the transfer of student data between schools when students move from one state to another. Parental consent is required before student information can be exchanged. The type of information exchanged includes

- attendance
- health care needs
- areas of interest/talent
- support needs
- progress in specific learning areas
- pastoral care
- behaviour management

Enrolling from a NSW government preschool or early intervention class

Enrolment in a departmental preschool or early intervention class does not guarantee enrolment into Kindergarten at Stockton Public School. An *Application to Enrol in a NSW Government School* is required to be completed and submitted to the school in accordance with these procedures. Student information and documentation from the preschool can be shared with parental consent and where consistent with the Education and Care services National Regulations.

NON-LOCAL ENROLMENT

Non-local enrolment applications are only considered by Stockton Public School if we can accommodate the child below the set local enrolment buffer level. In determining whether Stockton Public School can accommodate a child, the principal considers:

- the child's age
- the type of school
- the resources of the school
- the existing number of permanent classrooms and other facilities at the school.

Except for enrolments at the commencement of the school year, if Stockton Public School has not reached the local enrolment buffer level of 265 students, non-local enrolments could be accommodated into classes with available places.

If the demand for non-local enrolment exceeds the enrolment buffer of 265 students, the school will establish an enrolment panel to consider the application using the non-local enrolment criteria below.

Application

Non-local enrolment applications include the *Application to enrol in a NSW Government school* form and a non-local enrolment application form.

Criteria

Criteria for the enrolment of non-local students at Stockton Public School are:

- siblings already enrolled at Stockton Public School
- enrolment in Stockton Public School preschool prior to starting kindergarten
- proximity and access to the school
- safety and supervision of the student before and after school
- if the child is has a parent on staff

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Enrolment Panel

The composition of the enrolment panel will be as follows –

- one executive staff member (chairperson)
- one teaching staff member nominated by the principal
- one school community nominated by the school's parent organisation.

All panel members will be asked to confirm any conflicts of interest prior to consideration of the application.

The panel will consider non-local applications in a timely manner. In considering applications, the panel assesses only the information and supporting documentation presented on the non-local enrolment application form, available from the school.

The decision made by the panel must take into account the enrolment cap of 265 students and the buffer retained for local students arriving later in the year. The panel records all decisions and keeps minutes of meetings.

The chairperson ensures that the established criteria are applied equitable to all applicants. Stockton Public School will notify parents of the result of the application. Parents may request a written explanation of the decisions of the panel.

Waiting list

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. 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 can provide assistance such as an interpreter.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably. As the principal is not on the enrolment panel, the appeal will be consider and an outcome determined. 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 to the Director, Educational Leadership.

ENROLMENT APPLICATIONS FOR STOCKTON PUBLIC SCHOOL PRESCHOOL

Applications for enrolment to Stockton Public School preschool is made by completing the Application to Enrol in a NSW Government preschool, in accordance with the preschool enrolment procedures. These are located on the Stockton Public School website – preschool – policies and procedures – enrolment and orientation. Please click the link below.

Stockton Public School Preschool enrolment procedures

Jodie Holt
Principal
20 Feb 2026