

Westdale Public School Enrolment Policy

As of Term 1 2025

Review Term 1 2026



Introduction

The government school system in New South Wales exists to provide high quality education for all students. The Education Reform Act 1990 outlines the objects of education and the legal requirements for compulsory schooling. In brief, the legislation requires students between the ages of six and fifteen to be enrolled at a government or non-government school, and to attend school on each day that instruction is provided or to be registered for home schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

General Principles Governing Enrolment

- A student can be enrolled at one school only.
- Any student residing within the local intake area of a public school is entitled to enrol at that school, provided the child is eligible to attend and the school can accommodate them.
- Parents may apply to enrol their child at any school they choose.
- The Principal requires proof of address, to their satisfaction, in order to establish a child's entitlement to enrol in the school.
- No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion or ethnicity.
- The transfer of enrolment information between NSW government schools is permitted by parental consent obtained on the enrolment application form. We will seek information from previous school/s to support student transition. We will also seek information when a student is enrolling from a non-government school.
- Court orders and other relevant documents need to be provided on enrolment.

Enrolment Cap and Allowance

Westdale Public School has a centrally established enrolment cap based on 15 permanent classrooms. The enrolment cap for Westdale Public School, with 15 permanent classes, is 347 (K – 6). For 2025 only, schools will receive a temporary additional allowance (up to 5% above the current enrolment cap status), to prioritise non-local enrolments from priority groups. The allowance for 2025 is 17.

Local Enrolments

Westdale Public School will continue to manage local enrolments as they have previously. However, for 2025 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.

The local intake area is shown on the map on page three.

Please use this website to help determine which school local intake area you fall into.

<https://education.nsw.gov.au/school-finder>

Residential Address Check

Under the Education Act, Westdale Public School require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. 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, or alternatively through the completion of an online enrolment via the school website. International students may apply to enrol to DE International in accordance with the International students' enrolment programs. Along with a completed *Application to enrol in a NSW Government school*, evidence (of up to 100 points) of living in our intake zone needs to be provided.

Table 1: 100-point residential address check

Document showing the full name of the child's parent or carer	Points
1. Only one of (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
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. 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	15 each

* up to 3 months old

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

Principals should manage any records and copies of records used to verify the identity of any individual in line with the [record-keeping requirements](#).

Non-Local Enrolments

For enrolments commencing in Term 1 2025, the temporary additional allowance will enable schools that are near, at or above their enrolment cap to accept additional non-local enrolments from students who have a sibling currently attending the school and consider children of school staff.

Westdale Public School will also prioritise non-local enrolments for siblings of students in support classes even if the school has exceeded their enrolment cap and temporary additional allowance.

Composition of Enrolment Panel

When the demand for non-local places exceeds availability, the school will establish an enrolment panel to consider all non- local applications. The enrolment panel will be comprised of the school executive team and a parent representative. Parents will be provided with an explanation of the decision of the enrolment panel.

Appeals

Where a parent wishes to appeal against the decision of the enrolment panel, the appeal should be made in writing to the Principal. If the matter is not resolved at the local level, the Director, Educational Leadership will consider the appeal and make a determination.

Review

The procedures are reviewed by the school community, staff and Principal each year.

Neshelle Battle

Principal
February
2025

Local Intake Area



Westdale Public School