



# BEACON HILL PUBLIC SCHOOL

## ENROLMENT POLICY

### 1. Local Enrolment

- 1.1 Our designated local enrolment area is determined by the Department of Education and Communities (DEC) and is shown on the DEC's school locator. Your child is eligible to enrol at the school if your **child's permanent and principal place of residence** is within the designated local enrolment area.
- 1.2 The school will seek evidence demonstrating local resident status through the provision of **current original documents**. These are:
- (a) Property ownership or tenancy documents in the name of the applicant's parent, e.g. rate notice or tenancy agreement, or
  - (b) Utility account statements (e.g. water, electricity, gas) displaying the name and local address of the applicant's parent, or
  - (c) Driver's licence

*Please note: It is a criminal offence to provide materially false or misleading information to a school when making an application for enrolment.*

- 1.3 In the rare instances when current property ownership or tenancy documents cannot be submitted then a statutory declaration may be submitted for review by the Enrolment Committee. This statutory declaration must include: a statement explaining why the property ownership or tenancy documents cannot be produced at this time; the address of the child's permanent place of residence; length of time in which the child has resided at that address and intends to reside at that address.

*Please note: It is a criminal offence to provide a statutory declaration you know to be false for the purpose of gaining entry to a school.*

- 1.4 For students entering Kindergarten, the principal place of residence must be re-confirmed at the commencement of the school year prior to the child's first day of attendance. An original and current utilities or services bill must be presented to the school.
- 1.5 If your child's principal place of residence changes at any time after your child commences school, you **MUST** notify the school immediately so that school records remain accurate.
- 1.6 Siblings of students no longer currently living in area will have to make application as a "non local". Offers of enrolment to non local applicants may only be made when places are available.
- 1.7 Visa status on non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).

## 2. Non Local Enrolment

A non local enrolment is a student whose permanent residence is beyond the designated local enrolment area (i.e. “out of area”).

2.1 Guidelines for non local enrolment applications have been determined by the School Council.

2.2 In accordance with the Department's principles, the following guidelines will apply:

2.2.1 School boundaries will be strictly observed, and no students from outside the designated local area (“non local students”) will be enrolled, unless they are offered a place in accordance with this policy.

2.2.2 Non local students will be asked to submit applications for non local enrolments by 31<sup>st</sup> July. Applications received will be placed on a waiting list.

2.2.3 Applicants must be advised that there is no guarantee that any non local enrolments will be offered. They are entitled to know the criteria to be applied if non local enrolments are to be offered.

2.2.4 At the end of August:

- The School Council will act as the Enrolment Committee
- The Enrolment Committee must determine from the following criteria if any “non local” places are to be offered:
  - **Siblings of current students**
- It is unlikely that a final decision will be reached until Term 4.

2.2.5 The Principal, in consultation with the School Council, will determine the number of places, if any, to be offered to non local students in each grade. This determination will be based on the Principal's assessment of the likelihood that, with new local area enrolment applications, the student numbers for the next year will be below the desirable minimum number, and any other relevant factors.

2.2.6 If the Principal determines that non local places will be offered, the Enrolment Committee must make recommendations to the Principal as to which “non local” student(s) should be offered a place, based on a fair application of the criteria.

2.2.7 Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the School Council. The School Council will seek to resolve the matter. If the matter is not resolved at the local level the Director of Schools will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.