**DUNDAS PUBLIC SCHOOL**

**Enrolment Policy**

Our school enrolment policy aligns with the Department of Education and Communities Enrolment Policy “Enrolment of Students in Government Schools: A Summary and Consolidation Policy” August 1997

**Local enrolment**

A local enrolment is a student whose permanent residence is situated within the designated local enrolment area. Please refer to the map available from our website or our school office for further details regarding the enrolment catchment area.

Applicants residing in the school’s designated local area should complete and submit the form application to enrol in a NSW government school. The form is available for collection from the school office between 8:30am and 3:15pm during school terms. This form may be submitted to the school at any time throughout the course of the year with copies of your child’s birth certificate or passport and up to date immunisation records.

The school will seek evidence demonstrating local residence status through the provision of current original documents. These are:

* Property ownership or tenancy documents in the name of the applicant’s parent eg. rates notice, tenancy agreement (must be current for time of enrolment commencement).
* Three utility account statements

eg. water, electricity, telephone or gas bills. This must display the name and local address of the applicant’s parent/carer.

Visa status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).

Guardianship arrangements for enrolling students will need to be confirmed with the school (if from overseas passports are required of parent/s).

**Non Local Enrolments**

A non local enrolment is a student whose permanent residence is beyond the designated local enrolment area.

Parents or caregivers living outside the school’s designated local area may apply to enrol their child at the school.

Places for non local applicants will be considered in light of the whole school and the number of existing enrolments in the academic year given:

* The number of teaching spaces available.
* That sufficient placements be left to accommodate possible new local enrolments throughout the school year.

Non local applicants should complete and submit the application for non local enrolment at the end of this document. Applicants should be addressed to the Principal for consideration by the placement panel. Non local applicants will be considered with reference to each applicant’s residential address and the following criteria:

* Compassionate circumstances
* Please note: Satisfying the above criteria does not guarantee enrolment. An offer of enrolment will only be made to non local applicants if places are available.

Non local applicants who are made offers of enrolment will be required to complete and submit the form ‘Application to enrol in a NSW government school’ prior to their enrolment being finalised and commencement of attendance at school.

**Appeals**

Where a parent wishes to appeal against the decision of the placement panel, appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved the Director of Public Schools will consider the appeal and make a determination. The Director of Public Schools will consult with the Principal and the school community as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

**International Fee Paying Students**

International fee paying students may apply for enrolment at this school.

Their applications must be made using the NSW Government Schools International Student Application Form through the International Students Centre. The Centre is responsible for the verification of status of these students.

The school will consider these applications in light of the availability of places.