



# Goulburn West Primary School

Combermere Street  
Goulburn NSW 2580

PO Box 1321  
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Phone: (02) 4821 1781  
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Email: [goulburnw-p.school@det.nsw.edu.au](mailto:goulburnw-p.school@det.nsw.edu.au)  
Website: [www.goulburnw-p.schools.nsw.edu.au](http://www.goulburnw-p.schools.nsw.edu.au)

## **GOULBURN WEST PUBLIC SCHOOL ENROLMENT POLICY**

The *Enrolment of Students in NSW Government Schools* policy is in place to assist schools meet their obligations under the Education Act 1990. It outlines procedures to ensure that schools uphold the NSW Department of Education's core values of equity, accountability and integrity in the enrolment process.

### **Starting at school**

Parents may enrol their child in Kindergarten at the beginning of the school year if the child turns 5 years of age before 31 July in that year. Children who are of or above 6 years of age must attend school.

### **Entitlement to enrol in the local school**

Parents are entitled to enrol their child at Goulburn West Public School if they reside within the designated local intake area of Goulburn West Public School. Parents may apply to enrol their child at Goulburn West Public School if they reside outside the local intake area, however acceptance is subject to the school being able to accommodate the child.

Students identified as gifted and talented, who are aged 4 years or older at 31 January of the year of enrolment may only be enrolled in accordance with the NSW Department of Education Gifted and Talented policy.

Goulburn West Public School requires an Authority to Enrol for temporary resident and international student enrolments which is issued by DE International and the Temporary Resident Program.

Changes to the local intake area might result in a family with a child/children currently enrolled and in attendance at Goulburn West Public School as local students consequently residing outside the local intake area. These families will retain the entitlement to enrol siblings at Goulburn West Public School.



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## **Residential address check**

Under the Education Act 1990, Goulburn West Public School requires proof of address in order to establish a child's entitlement to enrol in Goulburn West Public School.

The following 100-point residential address check will be used to determine the student's entitlement to enrol at Goulburn West Public School.

<b>Document showing the full name of the child's parent</b>	<b>Points</b>
1. Only one of (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

## **Enrolment applications**

Parents can enrol their child at Goulburn West Public School by completing the *Application to Enrol in a NSW Government School* form which is available in the NSW Department of Education's enrolment website or directly from the school office.



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The Principal will seek any information considered to be of assistance in determining if a student is a local enrolment.

Parents seeking to enrol their child at Goulburn West Public School who are non-local residents should contact Goulburn West Public School on 02 48211781 to determine availability of places and selection criteria before applying for enrolment. ( Appendix A)

International students may submit an application to enrol to DE International in accordance with the International students' enrolment programs.

Temporary residents must submit an application to the Temporary Residents Program to enrol at Goulburn West Public School in accordance with the Enrolment of Non Australian Citizens - Procedures and Eligibility.

## **Information on student behaviour**

The Principal, where safety concerns for a prospective student have been identified, will collect relevant information for a risk assessment and management strategy to be developed, from the following sources:

**The enrolment application form** containing information relating to a student's history, including special circumstances (such as being in out of home care, subject to bullying by others or living apart from parental supervision), potential risks of harm, suspension, expulsion and violence issues. The form gives parents the opportunity to provide information to facilitate a supportive and safe transition to school, which may include planning for personalised learning and support or other strategies to meet students' needs. This information is entered and stored on the enrolment register.

**Response to a request for student background form** used for information exchange between schools.

**Information from organisations other than schools** (for example, a health care professional working with the student)

**Court orders and other relevant documents provided on enrolment, and**



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**School counsellor/psychologist's** advice to principals about the enrolment of a student with a history of violence.

## **The enrolment cap**

The enrolment cap is the number of students that can be enrolled at a school based on existing permanent accommodation. The cap is set centrally and replaces enrolment ceilings currently in use. Local enrolments are not affected by the cap.

## **The local enrolment buffer**

Within the enrolment cap, a number of enrolment places (the buffer) are set aside for the enrolment of local students arriving throughout the year. When Goulburn West Public School has reached its local enrolment buffer places cannot be offered to non-local students.

## **Criteria for non-local enrolment**

Criteria for non-local enrolment applications include:

- Siblings already enrolled at Goulburn West Public School
- Proximity and access to the school
- Medical reasons
- Safety and supervision of the student before and after school
- Compassionate circumstances
- Recent change in the local intake area boundaries.

## **Enrolment panel**

An enrolment panel is a group of persons who consider enrolment applications in certain circumstances. Goulburn West Public school enrolment panel consists of a member of the executive staff (not the principal), teaching staff member and a school community member who is nominated by the school's parent organisation.

The enrolment panel considers non-local enrolment applications.

## **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 list position.



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## **Appeals**

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal will be made in writing to the principal and set out the grounds of the appeal. If necessary, the principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

The appeal will determine whether the stated criteria have been applied equitably. The principal will consider the appeal and make a determination.

The parent will be advised of the outcome in writing.

Annette Broadbent  
Principal  
Goulburn West Public School  
Revised 21.09.2019



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## APPENDIX A

### Application for non-local enrolment

#### *Student Information*

Family Name: \_\_\_\_\_ Date of Birth: \_\_/\_\_/\_\_  
Given Name(s): \_\_\_\_\_ Gender: \_\_\_\_\_  
Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
Parent/carer name: \_\_\_\_\_  
Relationship to student: \_\_\_\_\_  
Current school: \_\_\_\_\_  
Current scholastic year (K-12): \_\_\_\_\_

#### *Non local school placement request*

Proposed scholastic year (K-6): \_\_\_\_\_ Proposed date for enrolment: \_\_/\_\_/\_\_  
Please provide reasons for your application for non-local enrolment, based on the school's selection criteria published at <https://goulburnw-p.schools.nsw.gov.au>, and attach supporting documentation:

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Signature of parent/carer: \_\_\_\_\_  
Date: \_\_/\_\_/\_\_

#### **School use only**

Date received: \_\_/\_\_/\_\_ Places available: \_\_\_\_\_  
Parents advised on: \_\_/\_\_/\_\_  
Designated local school: \_\_\_\_\_



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