



# Beechwood Public School

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## **Enrolment of Students: Procedures**

*This document is used in conjunction with current mandatory DoE policy, document number PD/2002/0006/01/v1.0.0.*

Beechwood Public School is part of the NSW government school system and exists to provide high quality education to all school-age children. Children who are aged 5 before 31 July may enrol in primary school.

### **Introduction**

This document provides information for the community on the entitlements, requirements and procedures for the enrolment of students at Beechwood Public School.

### **Legislative Context**

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 registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling.

### **General Department of Education Principles Governing Enrolment**

- The acceptance of an enrolment form is *not* a guarantee of enrolment. A student is considered to be enrolled when he or she is placed on the admission register, and cannot commence at Beechwood Public School until a specific date has been designated by the Principal or delegate.
- A student should only be enrolled in one school at any given time (for example, a student cannot be enrolled in home schooling at the same time as a government school).
- Children are entitled to be enrolled at the government school that is designated for the local intake area within which the child's residence is situated.
- School local intake areas are determined by the Department of Education.
- Siblings of students enrolled through out of zone enrolment procedures do not have automatic enrolment rights.
- Please be aware that enrolment entitlement is for in-zone students. If you move out of our zone you have the option of your currently enrolled child continuing at this school or moving to their zoned school. Siblings wishing to enrol, however, need to seek enrolment at their in-zone school or through the out of zone process at the school their older sibling is attending.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- The school is committed to the inclusion of diverse learning needs but, prior to enrolment, will need to establish that the school has the capacity to meet the child's needs. The enrolment and class placement of children will be in the context of the child's best interests and non-discriminatory criteria.



**Procedures for Local Enrolments**

A student whose address falls within the local intake area for Beechwood Public School will be entitled to enrol, in accordance with the policies of the NSW Department of Education. Proof of the student’s residence is required to substantiate the application. A 100-point residential address check must be used to confirm that the student being presented for enrolment lives within the school’s intake area.

Children may enrol for Kindergarten if they turn five years of age on or before 31 July in that year. Original documentation providing proof of age is required. Either birth certificate or passport can be used to provide this information. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status. All parents enrolling children

must produce a proof of immunization status. Parents can find out more by reading the NSW HEALTH guidelines regarding procedures for a child who is not immunized.  
[www.health.nsw.gov.au/immunisation/Pages/Immunisation-in-schools.aspx](http://www.health.nsw.gov.au/immunisation/Pages/Immunisation-in-schools.aspx)

Document showing the full name of the child’s parent	Points
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

**Actions Required for Enrolment:**

At the Beechwood PS office:

- pick up and complete an enrolment form,
- provide 100-point residential address documents,
- provide your child’s record of immunisation and birth certificate,
- provide copies of any court order documentation relating to your child, and
- make an appointment to attend a new enrolment interview with the Principal or delegate.

At an interview with the Beechwood PS Principal (or delegate):

- provide and discuss any professional assessments and/or reports applicable (examples include occupational therapy, speech therapy, psychologist, counsellor, paediatrician, etc),
- provide and discuss information about your child’s prior schooling history (schools attended, notable behavioural incidents such as suspension or expulsion, etc), and
- provide information (verbal and/or documented) about your child’s current medical conditions or treatment.



In the interests of ensuring a positive, seamless and supported transition into a Beechwood Public School class, the Principal (or delegate) may require an initial planning meeting between the parents/carers and the class teacher and/or learning support personnel, prior to a commencement date being allocated, and/or enhanced enrolment procedures may be undertaken at the Principal's discretion.

Please be aware that enrolment entitlement is for in-zone students. If you move out of our zone you have the option of your currently enrolled child continuing at this school or moving to their zoned school. Siblings wishing to enrol however need to seek enrolment at their in-zone school or through the out of zone process at the school their older sibling is attending.

### Procedures for Non-Local Enrolment

***PLEASE NOTE: There are currently no places available for non-local enrolments at Beechwood Public School. This includes siblings of students currently enrolled, who are no longer residing within our local intake area.***

In exceptional circumstances, Beechwood Public School may be instructed by the Director, Educational Leadership, to accept a non-local enrolment. If you feel your request for non-local enrolment is an exceptional circumstance, please follow these procedures.

1. Complete a 'Non-Local Enrolment Application at a NSW Government School' form, available from the Beechwood Public School office.
2. The Principal will notify you in writing of the non-local enrolment application outcome. If you would like to appeal the decision, you will need to contact:

The Director, Educational Leadership  
Macleay Valley Network  
Port Macquarie Office  
6586 6966