



Hornsby Heights Public School

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Hornsby Heights Public School Procedures for enrolment of new students (updated August 2020)

Policy written in conjunction with the DoE Policy:

Enrolment of Students in Government Schools: A Summary and Consolidation of Policy, August 1997
(last updated August 2019).

Entitlement to Enrol:

Hornsby Heights Public School's local area is determined by the Department of Education (DoE). In accordance with the Education Reform Act 1990, this school will seek to ensure that every eligible child will have a place at Hornsby Heights Public School if his/her parents choose to enrol here. A student will be considered to be enrolled when he/she is validated on the ERN system of a school.

Parents may enrol a child if they turn five years of age on or before July 31 in that year. Students identified as gifted or talented, who are aged four years or older at 31 January of the year of enrolment may only be enrolled in accordance with the DoE Gifted and Talented policy.

Verification of Local Residency:

For a student to be enrolled as a local placement, parents will be asked to provide 100 points as per the attached sheet which includes proof of residency indicating they reside within the school's drawing area and that the child also lives in the local area. See enclosed map for the local catchment area for Hornsby Heights Public School.

Enrolment Applications:

Parents may seek to enrol their child directly at Hornsby Heights Public School as a local enrolment by completing the [Application to enrol in a NSW Government school form](#). Translated forms are also available.

Alternatively, online enrolment at this school is possible for children who are Australian citizens and who live in area. [Online application to enrol in a NSW Government school](#).

Non-Local Enrolments:

Hornsby Heights Public School is currently at capacity and non-local enrolment applications will not be accepted unless exceptional circumstances apply.

If a non-local enrolment application is submitted, a placement panel will be formed and chaired by an Assistant Principal. Criteria for **consideration** of a non-local enrolment is based upon one or more of the following factors:

- Siblings already enrolled at this school
- Physical, emotional and medical needs related to the student's well being
- Compassionate circumstances
- Proximity and access to the school
- Safety and supervision before/after school

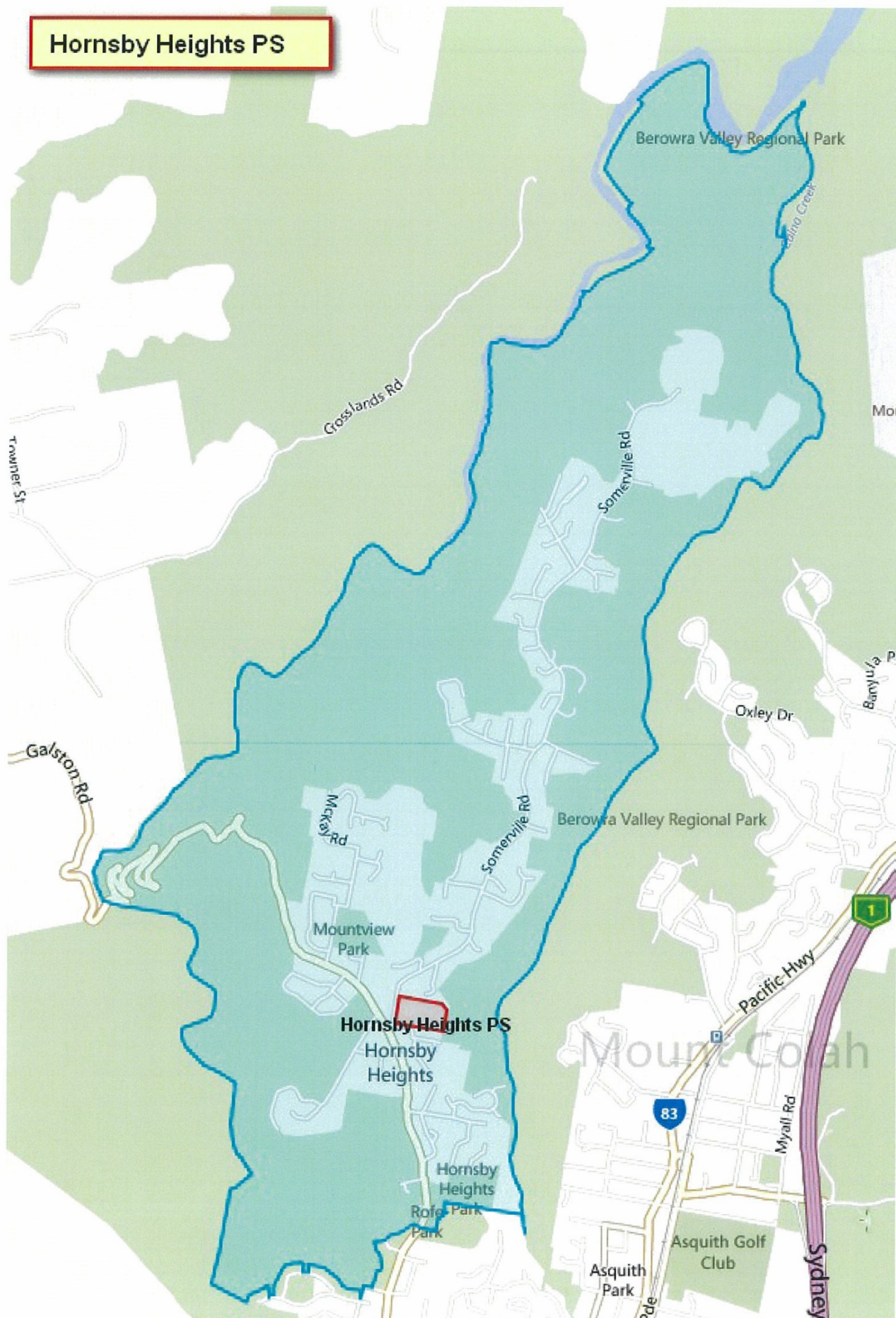
In accordance with DoE policy, where a local student has moved residential address following initial enrolment at Hornsby Heights Public School to outside the local catchment area, or was enrolled as a non- local student, the family does not have an entitlement to enrol siblings at this school. Families in this situation are required to lodge a non-local enrolment application.

Appeals:

Parents can appeal against the decisions of the Placement Panel regarding non-local placement by writing to the Principal. The Principal will seek to resolve the matter.

If the matter is not resolved at the school level, the Director, Educational Leadership will consider any appeal made and make a determination.

Hornsby Heights Public School Catchment Area





Hornsby Heights Public School Enrolment Policy 100 Point Checklist – Identification of residential address

To process your application we require documentation to verify your residential address.

General guidelines:

- All documents **MUST** be in the name of the enrolling parent/carer
- Only **ONE Category A** document can be used
- Original documents must be provided
- Personal references **will not** be considered
- In addition, an original birth certificate, Medicare Card and/or passport may be required to establish identity.

Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, the principal may waive or vary the 100-point residential address check.

Documents showing the full name of the child's parent	Points
A Only one of (i.e. no additional points for additional documents) <ul style="list-style-type: none">• Council rates notice• Lease agreement through a registered real estate agent for a period of at least 12 months or rental board bond receipt• Exchanged contract of sale with settlement to occur within the applicable school year	40
B Any of the following <ul style="list-style-type: none">• Private rental agreement for a period of at least 12 months• Centrelink payment statement showing home address• Electoral roll statement	20 each
C Any of the following documents <ul style="list-style-type: none">• Electricity or gas bill showing the service address*• Water bill showing the service address*• Telephone or internet bill showing the service address*• Drivers licence or government issued ID showing home address*• Home building or home contents insurance showing the service address• Motor vehicle registration or compulsory third party insurance policy showing home address• 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 (3) months old