



# Enrolment Guidelines

## Botany Public School

### Entitlement to Enrol

Parents may enrol their child at school if the child turns 5 years of age on or before 31 July in that year. Students that are at this compulsory school age are entitled to enrol at their local school if their home is within that school’s local intake area (see map attached).

Parents seeking to enrol their child at Botany Public School rather than their local school should make contact to determine the availability of places. A Non-Local Student Application Form should be completed which will then be assessed by the school’s Enrolment Panel.

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 Gifted and Talented policy.

Schools require an Authority to Enrol for each temporary resident and international student enrolment which is issued by DE International and the Temporary Resident Program.

Reasonable adjustments are made to enable students with disability to apply for enrolment on the same basis as students without a disability.

Reasonable support is provided to enable students from language backgrounds other than English, in particular those learning English as an Additional Language/Dialect (EAL/D), to apply for enrolment on the same basis as students from English speaking backgrounds.

### Residential Address Check

Under the Education Act 1990, principals require proof of address to their satisfaction in order to establish a child’s entitlement to enrol in the school. Requests for proof of address must be reasonable in the circumstances. Schools will use the following 100-point residential address check

Students that are school age are entitled to enrol at their local school if their home is within that school’s local intake area.

to determine the student’s entitlement to enrol at the school.

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 each
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

# Enrolment Cap

An enrolment cap for Botany Public School has been set by the Department of Education, based on available permanent classroom accommodation.

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year.

# Local Applications

Parents of **Local Area students** are to complete;

- Appendix 1: Local Student Application Form
- Department of Education Application to Enrol
- 100 point residential address check documents
- Birth certificate or current passport
- Immunisation History Statement from Medicare

# Non-Local Applications

Parents of **Non-Local students** are asked to complete;

- Appendix 2: Non-Local Student Enquiry Form
- Department of Education Application to Enrol
- Proof of address
- Birth certificate or current passport
- Immunisation History Statement from Medicare

# School Enrolment Panel

The Non-Local Student Application Form will be assessed by an Enrolment Panel at the school. This panel will consist of an Assistant Principal as chairperson, a classroom teacher and a member of the P&C executive. All members of the panel will have no conflicts of interest when considering the applications.

Criteria for the enrolment of non-local students has been developed after consultation with the school community. Criteria may include (in priority order):

- siblings of currently enrolled students
- compassionate circumstances

The decision made by the panel will take into consideration the enrolment cap and the buffer retained for local students.

# Appeal to the Principal

The Principal will consider any appeals in the first instance. The appeal is to be in writing and must set out the grounds for appeal. The Principal will contact the child's local school during this process. Parents will be advised of the outcome in writing.

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# Appeal to the Director

If the Appeal to the Principal is not successful and the parents wish to pursue the enrolment, then the parents should appeal to the Director of Educational Leadership.

The appeal is to be in writing and should set out the grounds for the appeal.

Parents will be advised of the outcome in writing.

# International Students

International students must submit an application to enrol to DE International and are assessed against departmental and legislative requirements for eligibility.

Students must have a student visa issued by the Department of Immigration and Border Protection and an Authority to Enrol (ATE) issued by DE International to enrol.

Temporary residents may be enrolled at a school if the school can accommodate the enrolment. If a school is at capacity, temporary residents must be referred to the next available school/s with capacity.

International students and temporary residents seeking to enrol from another NSW government school, a non-government school or from outside NSW require an Authority to Enrol (ATE) and payment of fees (if applicable).

# Further Information

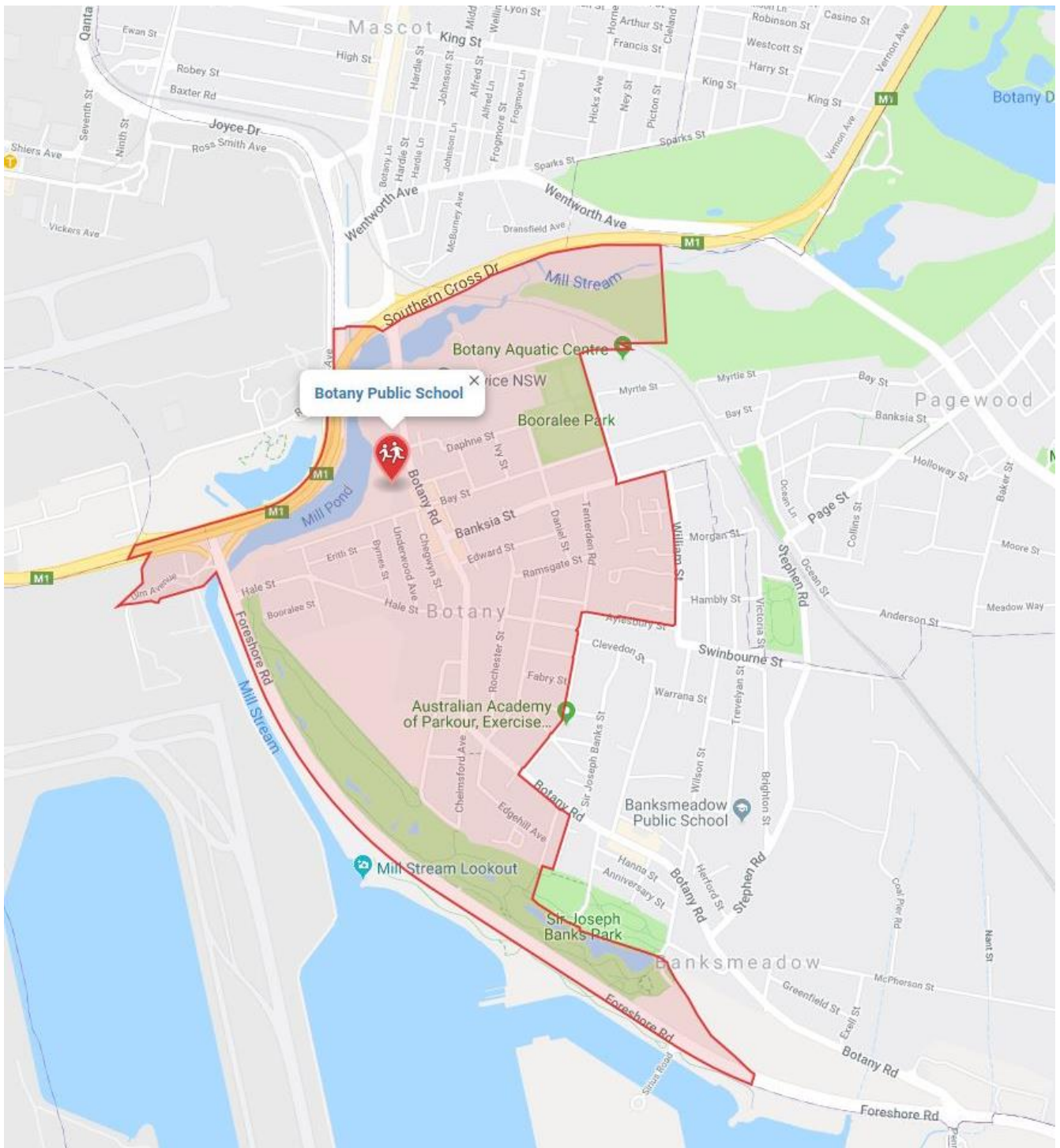
For more information on your enrolment enquiry, please check our school website:

<https://botany-p.schools.nsw.gov.au/>

References:

DET: General Enrolment Procedures  
<https://education.nsw.gov.au/policy-management-schools/media/documents/PD2002-0006-01-General-Enrolment-Procedures.pdf>

# Designated Enrolment Area Botany Public School



Please use the NSW Public School Finder for more information on our designated enrolment area

<https://education.nsw.gov.au/school-finder>