



# Enrolment

## Policy & Procedures

At Glenmore Road Public School, children are enrolled in accordance with the guidelines of the NSW Department of Education and Communities. This policy is to be read in conjunction with the DEC Enrolment of Students in NSW Government Schools located at <http://www.schools.nsw.edu.au/> or follow the links located at the end of this document for detailed information.

### How are enrolments decided at Glenmore Road Public School?

*Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend. (Enrolment of Students in NSW Government Schools: Policy, p.5.)*

The intake area of Glenmore Road Public School has been determined following consultation between the Department of Education, Properties Directorate and the School Education Director. A map of the intake area is available on the school website located at [www.glenmoreroadpublicschool.com](http://www.glenmoreroadpublicschool.com).



### What is a local enrolment?

A child is entitled to enrol at Glenmore Road Public School if the child's home is situated within the designated intake area. Proof of residence is required to substantiate the application. The school requests that three proof of

residence documents be provided. From time to time, further proof of residence documentation may be requested from the Principal.

Documents which satisfy this requirement include rate notices, rental/lease agreements or utilities accounts. Documentation must be in the parent/s name and documents will be confirmed by the school.

### What is a non-local enrolment?

Glenmore Road Public School must ensure that there are sufficient places for eligible local children. Where spare permanent accommodation exists, non-local applications may be considered but must not generate demand for extra staff or create disruption to school routine. No additional accommodation will be provided to cater for non-local enrolments.

### When can I enrol my child in School?

Children may enrol at the beginning of Kindergarten if they turn five years of age on or before 31 July in that year. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.

### When should I complete the enrolment paperwork for enrolling my child in Glenmore Road Public School?

We accept enrolment documentation commencing the year before your child is due to start Kindergarten. There is no need to enrol your child in your local government school any earlier than this. Ideally, we encourage parents to

return enrolment forms by September of the year before commencing school.

For all other grades, we will accept local enrolments at any time of the year. If you are in grades 1-6 and are considering an out of area enrolment during the year, please mark this clearly on your application or it will be processed for the following year.

## Who decides if a non-local enrolment will be accepted?

A Glenmore Road Placement Panel has been established to consider applications for non-local enrolment. Membership of this panel is the Principal, a staff representative and the President of the School P&C (or representative). Only those applications presented in writing will be considered.

Oral applications or other submissions will not be considered. The placement panel must limit recommendations to the terms of this policy. The placement panel records all decisions. Parents are informed, in writing, of the panel's decision.

## What criteria would be considered for a non-local enrolment?

In the first instance, acceptance of a non-local enrolment will not create the need for additional staff and accommodation under any circumstances.

If this criterion is met, the following may permit acceptance of an application:

- Siblings attend GRPS
- Proximity and access to GRPS
- Special interests and abilities
- Substantial student welfare reasons
- Extreme compassionate circumstances
- Extreme medical reasons

## What can I do if I do not agree with the schools decision?

Appeals are to be dealt with in the first instance by the school. The appeal should be made in writing to the Principal. Where the appeal is not resolved at the school level, the Principal will request the School Education Director to consider the matter. The School Education Director's determination will be based on whether the stated criteria in the school's policy have been fairly applied.

## What if I still have questions?

Visit [www.glenmoreroadpublicschool.com](http://www.glenmoreroadpublicschool.com) for detailed enrolment information or contact the school office to make an appointment to meet with the Principal.



## Where can I go for further information?

There are a number of websites that you can visit for detailed information.

[http://www.glenmoreroadpublicschool.com/school/?page\\_id=15](http://www.glenmoreroadpublicschool.com/school/?page_id=15)  
<http://www.schools.nsw.edu.au/gotoschool/enrolment/parentsinfo.php>  
[https://www.det.nsw.edu.au/policies/student\\_admin/enrolment/enrolpol/PD20020006.shtml?level=](https://www.det.nsw.edu.au/policies/student_admin/enrolment/enrolpol/PD20020006.shtml?level=)

Please note that in the context of the above provisions and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

### Further information

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[www.glenmoreroadpublicschool.com](http://www.glenmoreroadpublicschool.com)

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