

Newcastle East Public School

Enrolment Procedure

As of Wednesday, 12 February 2025

Review February 2026



The Education Reform Act 1990 requires students between the ages of six and fifteen to be enrolled at a government or non-government school, and to attend school on each day that instruction is provided.

- A student can be enrolled at one school only.
- Any student residing within the local intake area of a public school is entitled to enrol at that school.
- The Principal requires proof of address, to their satisfaction, in order to establish a child's entitlement to enrol in the school.
- No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion or ethnicity.

The transfer of enrolment information between NSW government schools is permitted by parental consent obtained on the enrolment application form. We will seek information from your previous school to support student transition. We will also seek information when a student is enrolling from a non-government school. Please note that court orders and other relevant documents need to be provided on enrolment.

Enrolment Cap and Buffer

Newcastle East Public School has a centrally established enrolment cap based on 11 permanent classrooms and providing a buffer to accommodate designated intake area students enrolling throughout the year. The enrolment cap for Newcastle East Public School, with 11 permanent classes, is 281 (K – 6). The buffer is 14. Places in the buffer will not be offered to non-local students. Therefore, once enrolments reach 267, places will not be offered to non-locals.

Local Enrolments

The local intake area is shown in the map on page three. Please use this website to help determine which school local intake area you fall into. <https://education.nsw.gov.au/school-finder>

Residential Address Check

Under the Education Act, Newcastle East Public School requires proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. Parents may seek to enrol their child directly at their local public school by completing the *Application to Enrol* in a NSW Government school form. International students may apply to enrol to DE International in accordance with the International students' enrolment programs. Along with a completed *Application to enrol in a NSW Government school*, evidence (of up to 100 points) of living in our intake zone needs to be provided.

Documents showing the full name of the child's parent	Points
Only one of (i.e. no additional points for additional documents)	40 each
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	

<p>Any of the following</p> <p>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</p>	<p>20 each</p>
<p>Any of the following documents</p> <p>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.</p> <p>* up to three months old</p>	<p>15 each</p>

Composition of Enrolment Panel

When the demand for non-local places exceeds availability, the school will establish an enrolment panel to consider all non- local applications. The enrolment panel will be comprised of the school executive team, excluding the principal. Parents will be provided with an explanation of the decision of the enrolment panel.

Criteria for Non-Local Enrolment Applications

- Siblings already enrolled at the school.
- Attendance at a local pre-school
- Compassionate circumstances
- Student welfare interests of the child
- Structure and organisation of the school

Appeals

Where a parent wishes to appeal against the decision of the enrolment panel, the appeal should be made in writing to the Principal. If the matter is not resolved at the local level, the Director, Educational Leadership will consider the appeal and make a determination.

Waiting List

A waiting list for the current school year may be established for non-local students. Parents will be advised if their child is to be placed on a waiting list.

Review

The procedures are reviewed by the school community, staff and Principal each year.

If a non- local child is enrolled in kindergarten at the commencement of a year, later enrolment of younger siblings is not guaranteed, and will happen only if the application can be accepted under the school's enrolment capacity.

Mick McCann

Principal

Wednesday, 12 February

2025

