



Merrylands East Public School

Create the Future

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Enrolment Policy

All parents and caregivers of compulsory school age students are eligible to enrol their child in Merrylands East Public School, provided that they reside in the local intake area, or make application for enrolment if residing outside.

Parents may enrol a child if they turn 5 years of age on or before 31 July in that year.

In Area Enrolment

Merrylands East PS intake area for K-6 is divided into two distinct zonal areas:

- West of the railway line: bordered by Chetwynd Road, Hawksview Street and Merrylands Road
- East of the railway line: bordered by Bertha Street, Merrylands Roads and Woodville Road.

Enrolment Cap and Buffer

Merrylands East Public School will accept out of area enrolments provided that the total enrolment is not near or exceeding the school's buffer. The cap is currently established at 400 students with a buffer of 370.

Enrolment Process

Parents must complete an enrolment form and provide their child's birth certificate and/or passport, an immunisation history statement and evidence of the residential address. If the student is a temporary resident, a visa is also required along with a Temporary Residents Application to Enrol form.

All parents will be interviewed by the Principal or delegate prior to starting, to check the information on the enrolment form and to ascertain further information about the family and the student's educational history. Interpreters can be arranged.

Parents and caregivers of new Kindergarten students will be required to produce immunisation certificates along with the passport and/or birth certificate and proof of address.

Out of Area Enrolment Application

All parents requesting an out of area enrolment will need to complete an application form. Out of area applications will be considered on the basis of the following criteria:

1. Health, safety and wellbeing of students
2. Parental and caregivers circumstances in relation to Merrylands East Public School hours of 8am to 1:15pm
3. Currently enrolled students and/or siblings.

If Merrylands East Public School reaches its buffer, the siblings of an out of area enrolment may not be accepted. This applies also to students who have moved out of area.

Schools that are at or nearing their local enrolment buffer as calculated in accordance with the Departments enrolment policy, will use the following 100-point residential address check 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) <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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

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

Out of Area Enrolment Panel

Merrylands East Public School enrolment panel consists of a school executive (chair), staff member and a P&C Representative. The panel will consider out of area enrolments and provide a written response to all out of area applications.

Unsuccessful non-local applicants may appeal the decision of the enrolment panel. The appeal made must be made within 10 working days, in writing, to the principal and should set out the grounds of the appeal.

Waiting list

Merrylands East Public School may create a waiting list for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only.

Travel Documents and Proof of Identity

Non-Australian citizens may be permanent or temporary residents of Australia. Non Australian citizens applying to enrol must provide travel documentation as proof of identity and residency status. Travel documentation will usually include a passport and usually, but not always, evidence of a visa showing how long the holder can remain in Australia as well as any other conditions attached to the visa.

Students who are non-Australian citizens enrolling in NSW Government schools must have their proof of identity and official travel documents sighted, copied and certified by the principal or delegated senior staff member.

Temporary Residents, dependent on VISA class, may be required to complete an application form to DE International to seek an Authority to Enrol. The enrolment process cannot be completed without an Authority to Enrol.

<https://education.nsw.gov.au/policy-library/associated-documents/Enrolment-of-nonAustralian-citizens-procedures-and-eligibility-October-2016.pdf>

Students with Disabilities

Merrylands East will consult with parents and caregivers to enable an enrolment on the same basis as students without a disability. Once an enrolment has been accepted, a reasonable adjustment in the learning will take place. Parents will be required to provide medical information to help support the enrolment process.

This policy is read in conjunction with the NSW DoE Guidelines:

<https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>

John Goh
8 September 2019