



Enrolment

Coniston Public School is an inner Wollongong city school that holds high academic, social and wellbeing expectations for its students.

The school has a long history of academic excellence, acceptance and cooperation amongst its diverse student body. The needs of each individual student are carefully considered with quality programs developed and implemented to meet their individual needs. A culture of friendship, respect, acceptance and inclusivity form the core of our school's initiatives and programs.

Staff, parents, carers and the wider community work together to promote excellence in all aspects of school life.

NSW Department of Education Policy 30 January 2025

- The NSW Department of Education is committed to ensuring that every student learns, grows and belongs in an equitable and outstanding public education system.
- In line with this commitment, the department changed the enrolment policy in 2025 to support students and families to have more equitable access to NSW public schools.
- Under the changes, all temporary resident students in our intake area will be entitled to enrol at our school. Enrolment and tuition fees will also be waived for regional students on Temporary Skills Shortage (subclass 482) visas.
- Non-local enrolments for siblings of students currently enrolled in our mainstream school will be prioritised.

Introduction

This document supports the [Enrolment of students](#) to provide information on the entitlements, requirements and procedures to enrol students in NSW Government schools.

This document should be read in conjunction with the policy, and information located at [Enrolment](#). All references to legislation are to NSW legislation unless otherwise indicated.

The [Application to enrol in a NSW Government school](#) has been translated in many community languages and is available on the department's website.

Context

The *Education Act 1990* establishes:

- the right of every child to receive an education.
- the state's duty to ensure every child receives high quality education through the provision of public education.
- a compulsory schooling obligation upon parents to ensure children of compulsory school age are enrolled and in attendance at a government school or a registered non-government school or registered for home schooling.

Specific procedures, eligibility criteria and assessments that may apply to enrolments are outlined in the following documents:

- [Enrolment in Kindergarten to Year 12 procedures](#)
- [Selective high schools and opportunity class placement procedures](#)
- [Enrolment in distance education procedures](#)
- [Enrolment of temporary residents procedures](#)
- [Enrolment in NSW public preschools procedures](#)

Supporting parents with enrolment

Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. A child is of compulsory school-age if they are of, or above, the age of 6 and below the minimum school leaving age of 17 years; or the age at which the child completes Year 10 of secondary school and complies with the conditions set out in [section 21B of the Education Act 1990](#).

Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

Parents may enrol a child if they turn 5 years of age on or before 31 July in that year. 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 [High Potential and Gifted Education 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](#).

Parents can submit an [Application to Enrol in a NSW Government School](#) manually using a paper form or digitally through [Online Enrolment](#). School staff will provide reasonable support to enable parents to complete the enrolment form, particularly for parents from language backgrounds other than English, including those learning English as an additional language/dialect (EAL/D) and parents with cognitive or sensory disability. [Translated versions](#) of the Application to enrol in a NSW Government school form are available.

For more information, refer to [Translated documents](#), which also contain information on the telephone interpreter services. For technical support with online enrolment,

parents can contact the Online Enrolment Service Desk using the [contact form](#) or by calling 1300 679 338.

Entitlement to enrol

All eligible compulsory school aged students are entitled to enrol in their local school, except:

- where a student is directed by the Secretary, Department of Education or approved delegate to enrol in a particular school or type of school due to an identified risk.
- where the Minister refuses enrolment based on expulsion from a government school or other sufficient reason.
- where the Executive Director has declined the application to enrol
- for international students seeking enrolment at a school that is at or above capacity.

Eligibility

Eligibility to enrol depends on factors including the type of school, age and type of visa (see [Enrolment of temporary residents procedures](#) and [Overseas students, visitors and partnerships](#)).

Eligibility to attend a school may depend on:

a. Age requirements

The *Education Act 1990* mandates that all children must be in compulsory schooling by 6 years of age (unless exempted under the [Exemption from school procedures](#)).

A child may be enrolled if they turn 5 years on or before 31 July that year. Students identified as gifted, who turn 5 years after 31 July of the year of enrolment, may be enrolled per the [High potential and gifted education policy](#).

b. Temporary residents

Temporary residents (other than visitors or other short stay visas) are entitled to enrol in their in-area school based on their residential address.

Per the [Enrolment of temporary residents procedures](#), temporary residents must:

- apply to the Temporary Residents Program to enrol in a NSW Government school.
- obtain an Authority to Enrol (ATE) which is a document issued by [DE International](#) for the school they intend to enrol in. An ATE confirms a student's eligibility to enrol and is required for enrolment in the Temporary Residents Program, International Students Program and Study Abroad
- notify [DE international](#) if they intend to change schools so an ATE can be issued for the new school.

c. International students

Per the [Overseas students, visitors and partnerships procedures](#), international students must:

- have a student visa issued by the Department of Home Affairs.

- have an Authority to Enrol (ATE) which is a document issued by [DE International](#) to enrol. An ATE confirms a student's eligibility to enrol and is required for enrolment in the Temporary Residents Program, International Students Program and Study Abroad.
- notify [DE international](#) if they intend to change schools so an ATE can be issued for the new school.

c. Siblings

Principals should support families to enrol all siblings at the same school, provided all siblings meet any eligibility criteria for that school.

This includes prioritising non-local enrolments from students with siblings when:

- a local intake area changes.
- a family moves outside the local intake area for the school (refer to Non-local enrolment).

d. Proof of address

Under the *Education Act 1990*, please provide proof of address to establish your child or young person's entitlement to enrol in the local school. (See Table 1 on the following page.)

The principal may waive or vary the 100-point residential address check requirements, to meet the needs of the school community or where a parent can give good reasons why they cannot present documents. Circumstances where this may apply include but are not limited to:

- families of Aboriginal and/or Torres Strait Islander background.
- families from refugee backgrounds.
- families who are newly arrived in Australia (in the past 2 years).
- families managing trauma, for example families experiencing domestic or family violence or homelessness.
- children or young people in out-of-home-care.

Table 1: 100-point residential address check

Document showing the full name of the child’s parent or carer	Points
1. Only one of (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
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
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. Driver 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 3 months old

** that is current or has expired within the last 3 months.

Principals should manage any records and copies of records used to verify the identity of any individual in line with the [record-keeping requirements](#).

Reasonable adjustments are made to enable students with disability to apply for enrolment on the same basis as students without a disability. Further information is available from [Disability, Learning and Support](#).

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.

Exemption from enrolment

The following roles can grant an exemption in accordance with the [Exemption from school procedures](#):

- Secretary
- Deputy Secretary, Public Schools
- Executive Directors, Public Schools.

Students in out of home care

The school may be notified by either the carer or case worker regarding the impending enrolment of a student in out of home care in their area (known as pre-enrolment). The school will be informed of the student's statutory care status, the agency with case management responsibility, the carers details and, if known, learning, behaviour and health support needs.

Enrolment forms for students in out of home care must be signed by the Department of Communities and Justice Manager Casework or the appropriate delegated officer from the case management agency, in line with the [Supporting students in statutory out-of-home care procedures](#).

Any new enrolment or change of enrolment for a child in out of home care should follow the processes as outlined in the Supporting students in statutory out-of-home care procedures.

Non-local enrolment

All schools must consider non-local enrolment applications against the criteria outlined in this section.

a. Submitting a non-local enrolment application

Parents must submit a non-local enrolment application either manually through the [Application to enrol in a non-local NSW Government school form \(PDF 286 KB\)](#) or digitally through the [Online Enrolment for NSW Government schools](#) application form.

If a parent cannot submit the application digitally through Online Enrolment, please collect a paper non-local application form from our office that requires the applicant to address the selection criteria and provide supporting documentation (Appendix 1).

b. Determining how many non-local applications a school can accommodate

A school's current enrolment cap (including any approved variations or temporary increases) determines how many non-local enrolment applications a school can accommodate.

The enrolment cap is the number of students that can be enrolled at a school based on permanent accommodation. The cap is determined centrally by School Infrastructure NSW. The current enrolment cap for Coniston Public School is 347 students.

Within the enrolment cap, a number of enrolment places (a buffer) must be set aside for the enrolment of local students arriving throughout the year. The local enrolment buffer for Coniston Public School is five students. Once a school has reached its local enrolment buffer, places are not offered to non-local students. The local

enrolment buffer and the school's non-local enrolment criteria are reviewed on a regular basis.

c. Non-local enrolment criteria

Criteria for the enrolment of non-local students at Coniston Public School includes:

- students with additional needs have access to high-quality public education, students with learning and wellbeing needs requiring reasonable adjustments and/or additional educational support, including cultural considerations, disability, developmental age, trauma, child protection concerns, medical and individual needs and circumstances. (This is a department priority.)
- sibling currently attending the mainstream school. (This is a department priority.)
- parent or carer works at the school. This includes all permanent and part-time department staff employed at the school including classroom teachers, the school counselling service, school administration and support staff and school leaders. Temporary teachers who have been employed at a school for at least 12-months in the last 2-years are also included (temporary teachers employed for less than this time can also be considered at a school's discretion). This consideration is not extended to casual employees or contractors. (This is a department priority.)
- proximity and access to the school.
- safety and supervision of the student before and after school.
- recent changes in the local intake area boundaries.
- school is under buffer or cap and has capacity. As Coniston Public School is yet to reach the local enrolment buffer, the school does not need to establish an enrolment panel to assess non-local applications.

d. Waiting list

If required, a waiting list of students who were not offered a place will be created. This is valid for the current year school year only. Parents will be notified in writing if their child is on a waiting list and what their position is. The waiting list length should reflect realistic expectations regarding potential vacancies.

e. Appeals

Parents can lodge an appeal if their non-local enrolment application was unsuccessful.

An appeal aims to determine whether the criteria have been applied equitably. If the principal was:

- not on the enrolment panel, they will review the appeal.
- on the panel, the Director, Educational Leadership will review the appeal.

Revision

The Executive Leadership Team of Coniston Public School monitors the implementation of this policy and guidelines, regularly reviews its contents to ensure relevance and accuracy, and updates it as needed.

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**Coniston Public School
Non-local enrolment application**

Student Information

Family name: _____ Date of Birth: ___/___/___

Given name(s): _____ Gender: _____

Current / Local school: _____

Current scholastic year (K-6): _____

Non-local request

Proposed scholastic year (K-6): _____ Proposed date for enrolment: ___/___/___

Please provide reasons for your non-local enrolment application and attach relevant supporting documentation:

Name of parent/carer: _____

Signature of parent/carer: _____ Date: ___/___/___

This non-local enrolment application must be accompanied by a completed Application to Enrol (enrolment form).

School use only

Date received: ___/___/___ Places available: _____

Local school: _____ Advised: ___/___/___

School consideration: ___/___/___ Outcome: _____

Parent/Carer advised on: ___/___/___

Notes: