Terrey Hills Public School

ENROLMENT POLICY

Reviewed 2014

Students may be enrolled if they turn 5 by the 31st July in the year they enrol. Students must by enrolled by six years of age. Enrolled students are entered onto the DEC’s ERN data base.

Students are entitled to be enrolled at the government school that is designated for the intake area within which the family home is situated and that the child is eligible to attend.

Non-Local Applications to enrol

Parents may seek to enrol their child at a school of their choice. Parents should additionally complete a non-local enrolment form available on the website or from the office. Non-local student applications to enrol may need to be considered by the school’s placement panel. Criteria for selecting non local enrolment applications by a panel would include:

- Proximity and access to the school
- Siblings already enrolled at the school
- Safety and supervision of the student before and after school
- Compassionate circumstances
- Structure and organisation of the school
- Size of the school
- Particular educational programs or philosophies
- Move from a non-government school

How to enrol in primary school

Contacting the school for a discussion or an appointment is usually the first step. See below for which step applies to your child's circumstances:

- applying to enrol in Kindergarten
  Please contact the school to discuss the enrolment procedures and obtain the necessary paperwork to complete.

- currently enrolled in a NSW public school, and wishing to change schools
  Contact the school of your choice to discuss the enrolment procedures and obtain the necessary paperwork, or any out-of-enrolment area criteria.

- changing school from a non-government school
  Contact us to make an appointment to discuss your child's potential enrolment

- the holder of a temporary visa or visitor visa
  You will first need to apply to enrol by contacting the temporary residents program who will give you forms to bring to the school.

- your child has a learning difficulty or special need and is applying to enrol in Kindergarten, or wishing to change from a non-government school
Please contact your local regional office by phoning 131 536. Their student support team will discuss assessment of your child’s needs. Depending on your location and your child's needs, you may have access to regular classes in regular schools, support classes in regular schools, or to a school with specific support services.

**Enrolment appointments**

As parents and caregivers you will need to bring these documents to the appointment with the school:

For children already enrolled in a NSW public school we only require:

- proof of your child’s address - originals of different documents such as your council rates notice or residential lease and electricity bill
- family law or other relevant court orders (if applicable).

If your child has **not been previously enrolled in a NSW public school**, you will need to bring these documents with you:

- your child’s birth certificate or identity documents
- proof of your child’s address - originals of different documents such as your council rates notice or residential lease and electricity bill
- immunisation history statement based on the Australian Childhood Immunisation Register (ACIR)
- family law or other relevant court orders (if applicable).

If your child is **not a permanent resident** you will also need to provide:

- passport or travel documents
- current visa and previous visas (if applicable).

It’s important that you tell the principal if your child has any special circumstances, allergies, health or medical conditions, before your child starts school.

**Application to enrol form**

After your appointment with the school, you may be asked to complete an [application to enrol in a NSW public school](English PDF 244kB) form and return it to school. The school will notify you of the result of your application. Please note that this form must be completed in English.

For more information:

- [Application to enrol form - parent information](#)
- [Translations of the enrolment application](#) which may help you fill out the form in English.