



'Forward With Pride'

**Brunswick Heads Public School**

2 Fingal Street Brunswick Heads 2483 Phone: 6685 1204

[www.brunswickh-p.schools.nsw.edu.au](http://www.brunswickh-p.schools.nsw.edu.au)

email: [brunswickh-p.school@det.nsw.edu.au](mailto:brunswickh-p.school@det.nsw.edu.au)

**Principal:** Trisha Parker

## Enrolling in your local public school

Our school can help with enrolment queries throughout the year.

### Local enrolment area

Most schools have designated local enrolment areas. The **School Finder** shows our local enrolment area. Note: local enrolment areas are subject to change.

Each year the principal, in consultation with the executive staff and P&C, sets and publicises the school's enrolment cap based on enrolment trends and availability of permanent accommodation.

### Enrolment ceiling

The enrolment cap for 2021 has been set. Please review this information on the following page as it has changed from previous years.

### How to enrol

**Contact us** when you're ready to enrol your child in our school. You may need to attend an interview with the principal. There you can discuss any medical conditions or other special circumstances before your child starts school. We may also complete a risk assessment on the enrolment.

For more information, visit **[primary school enrolment](#)**.

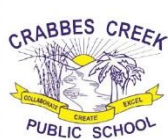
### **[Download an application to enrol \(PDF 5.9MB\)](#)**.

The application form must be completed in English. However, a **[translated application to enrol](#)** may help you to fill out the form in English.

### Non-local enrolments

As outlined in the department's **[enrolment policy](#)**, our school may accept enrolments from outside our local enrolment area if places are available.

We will assess applications for non-local enrolment on a case-by-case basis.





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## Enrolments 2021

### Context

The new enrolment policy came into effect Term 3, 2019. Centrally set enrolment caps based on the number of permanent classrooms will apply from Week 1 Term 4, 2019.

### Cap

Based on 7 permanent mainstream classrooms, the cap at Brunswick Heads Public School will be set at 167 enrolments.

### Buffer

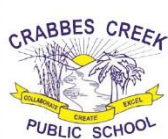
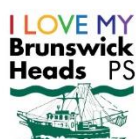
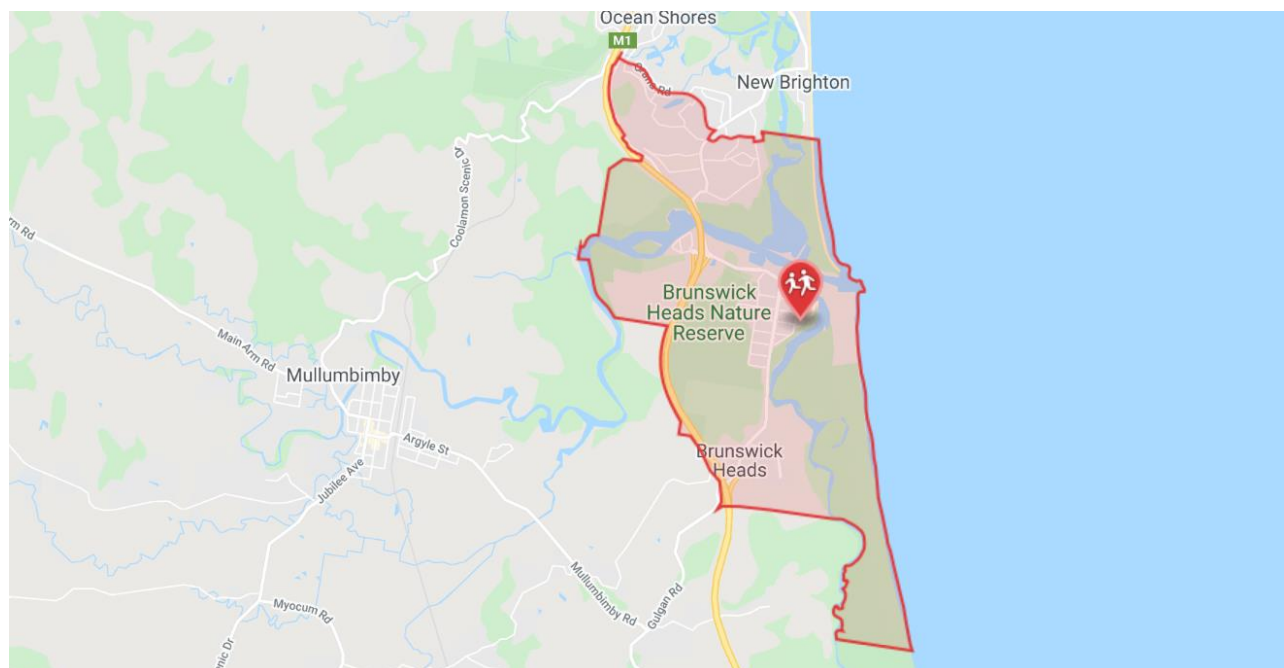
The school will allow a buffer of 10% to ensure there are places available in classes for local enrolments. This means the school is effectively full to non-local enrolments at 184.

### Zones

Brunswick Heads Public School zone is depicted on the map – see the Department's Zone Intake Tool for more information on school zone boundaries:

<https://my.education.nsw.gov.au/school-finder>

During 2018 and 2019 non-local siblings were considered as 'in zone' enrolments as an interim measure as the school transitioned to the current policy. From 2021 all students residing outside Brunswick Heads zone will be considered non-local enrolments. Once students are enrolled, they may maintain their enrolment regardless of change of address.





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### Documents required with enrolment

In addition to your child's enrolment application form you will need to provide the following original documents:

- Proof of student's residential address (eg. Council rates notice, residential lease)
- Birth Certificate or Identity documents
- Australian Immunisation Register (AIR) Immunisation History Statement (required for all students enrolling in NSW for the first time)

In addition if your child is the subject of family law matters you will need to provide:

- Copies of any family law or other relevant court orders

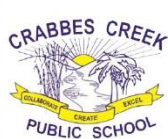
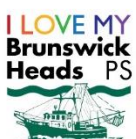
In addition if your child has health, disability or other support needs you will need to provide:

- Copies of medical/healthcare or emergency action plans
- Evidence of any disability or other support needs, including any learning and support plans

### 100 Points of Identification

See attached residential address check fact sheet for information required on enrolment.

Where there is good reason why parents are unable to present the following documents, principals may seek approval from the Director, Educational Leadership to vary the 100 point requirement.



# Residential address check

## For the enrolment of students in NSW Government schools

Persons seeking to enrol a child in a NSW Government school may be required to show documents to establish the child's address

### Key principles

The *Education Act 1990* provides the key principles that govern the enrolment of students in NSW Government schools. Some of them are summarised below.

The parent of a child may enrol the child at any government school if the child is eligible to attend the school and the school can accommodate the child (section 34.1).

A child is 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 (section 34.2).

The principal may, for the purpose of establishing a child's eligibility to attend or entitlement to be enrolled at the school, require a person seeking to enrol the child at the school to provide proof, to the satisfaction of the principal, of the child's identity, date of birth and home address (section 34A.1).

In determining whether a child could be accommodated, the number of classrooms and other facilities may be considered (section 34.6).

The enrolment of a child who is not entitled to be enrolled at the school may be terminated if the child was enrolled as a result of false information or a false document provided (section 34A.4).

### Establishing the child's residential address

To determine a child's eligibility to attend or entitlement to enrol in the school, the principal may require documents to establish the child's address.

Generally, acceptable documents show the full name of the parent and address of the parent or carer with whom the child lives. However, any requests for proof of address must be reasonable in the circumstances.

Staff in schools abide by the Privacy and Personal Information Protection Act 1998 (NSW). Residential address information provided will be used to process applications for enrolment and associated purposes and the information will be stored securely.

### 100-point residential address check in some schools with a designated intake area

Schools that are above or near (i.e. the number of non-local enrolment applications received exceeds the number of enrolment places available outside the local enrolment buffer) their buffer level use the following 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

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"> <li>1.1. Council rates notice</li> <li>1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt</li> <li>1.3. Exchanged contract of sale with settlement to occur within the applicable school year</li> </ul>	40
2. Any of the following <ul style="list-style-type: none"> <li>2.1. Private rental agreement for a period of at least 6 months</li> <li>2.2. Centrelink payment statement showing home address</li> <li>2.3. Electoral roll statement</li> </ul>	20 each
3. Any of the following documents <ul style="list-style-type: none"> <li>3.1. Electricity or gas bill showing the service address*</li> <li>3.2. Water bill showing the service address*</li> <li>3.3. Telephone or internet bill showing the service address*</li> <li>3.4. Drivers licence or government issued ID showing home address*</li> <li>3.5. Home building or home contents insurance showing the service address</li> <li>3.6. Motor vehicle registration or compulsory third party insurance policy showing home address</li> <li>3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.</li> </ul>	15 each

\* up to three months old

### More information

Contact your local school or visit  
<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>



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## Kindergarten Orientation Information

Starting school marks an important milestone in the lives of young children. Recent studies suggest that children's transition to their first year at school is strongly influenced by their familiarity with the school setting.

### WHO

At Brunswick Heads Public School we are 100% committed to community supported education and we encourage all children who live in the Brunswick Heads intake zone to take advantage of this opportunity.

### WHEN

The program will run for four consecutive Wednesdays, beginning on 21<sup>st</sup> October between 9:30-11:30am during term 4. These sessions will be run by our experienced Kindergarten staff members and Principal Trisha Parker. Please return the Expression of Interest form on the next page as soon as possible so we have contact numbers and other details to best look after your child.

### PARENTS

There will be a parent information get together during the first session on Wednesday 21<sup>st</sup> October in the school library. Here you will learn more about the transition program, our classroom learning programs, life as a Brunswick Heads student and parent, plus meet the staff. We encourage all prospective parents to attend if possible and to bring along supporting enrolment documents listed on the previous page. If you are unable to attend, please call the office to make an appointment or pop by during school hours.

### WHAT TO BRING

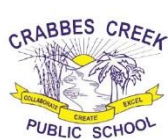
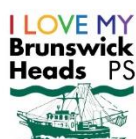
Pack some fruit or vegetables for crunch 'n' sip, some morning tea and a water bottle. Please dress your child in play clothes, a hat and enclosed shoes, ensuring all items are clearly labelled so we can return any misplaced items. You are welcome to stay with your child until they are settled, however we encourage you to leave your child at school as soon as you are comfortable. Collection of your child will be from the school garden gate on Fingal Street.

### WHY

Helping to make the transition from home or a preschool setting to the school situation as smooth as possible is of paramount importance to the Kindergarten Team at Brunswick Heads. A great deal of thought and planning has gone into our program and we believe it will:

- ✓ assist preschoolers in making a successful transition to the school environment
- ✓ offer an opportunity to participate in classroom activities
- ✓ allow the children to practise skills necessary for school
- ✓ encourage new friendships and develop a support system

Please do not hesitate to contact the school for more information regarding this program, the intake zone and enrolment for 2021. *Kind Regards, The Brunswick Heads Kindergarten Orientation and Transition Team*





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## Kindergarten Expression of Interest

Please return this to the school as soon as you can, but no later than INSERT DATE.

### CHILD INFO

(First Name)

(Middle Name)

(Surname)

Male / Female

Date of birth

/ /

Name of siblings at Choose an item. (if applicable)

\_\_

Current Pre-school

Parent's Name

Home Number

Mobile

Address

Email Address

Emergency Contact Name

Emergency Phone Number

Medical Allergies/Conditions

Permission to seek medical treatment if required:  YES  NO

Permission to publish your child's photograph on our school website & newsletter:  YES  NO

Additional needs of my child the school should be aware of (include likes/ dislikes):

### PARENT SESSION

Yes! We're keen to come and learn more on the first day INSERT DATE AND TIME.

There will be \_\_\_\_ adults attending.

Unfortunately we are unable to make it but will pop in another time!

