



## GEORGES RIVER COLLEGE PEAKHURST CAMPUS - ENROLMENT PROCEDURES

Georges River College Peakhurst Campus recognises and follows the [Enrolment of students](#) policy and the associated [Enrolment in Kindergarten to Year 12](#) procedures .

The policy states:

- The department is committed to providing [high quality education](#) to all students enrolled in NSW government schools.
- The department supports parents' duty to enrol a child of [compulsory school-age](#) in a NSW Government school.
- Parents may apply to enrol their child at any school, however are [entitled to enrol](#) their child at the local school within the designated intake area which the child is eligible to attend. The Secretary designates [school intake areas](#).
- A student is enrolled when an application to enrol is certified as accepted by the principal and the student is placed on the [enrolment register](#) of a school. Enrolment should be in one school only at any given time, however a student may be in attendance at more than one school in particular circumstances.

The Education Act 1990 provides the key principles that govern the enrolment of students in NSW Government schools. <https://www.legislation.nsw.gov.au/#/view/act/1990/8/full>

### Relevant law: Education

Education Act 1990 principles, rights and obligations:

- s4(a) – every child has the right to an education.
- s4(c) and (d) and s34– the State has a duty to ensure students receive high quality education through the provision of public education. A parent may enrol a child at any NSW Government school, if they are eligible to attend and the school can accommodate them. A child is entitled to be enrolled at the government school that is designated for the intake area in which the child's home is situated. The Secretary, Department of Education must designate intake areas for schools so that each school-age child in the state is eligible to attend a government school.
- s4(b), s21B and s22 - education of a child is primarily the responsibility of the parents. It is the duty of a parent to ensure a child of compulsory school age is enrolled and attends a government school, registered non-government school or be registered for home schooling.



## Peakhurst Campus

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Families can check if they reside within the intake area for Georges River College Peakhurst Campus by visiting the NSW Public School Finder website:

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

Under the Education Act 1990, Principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school.

### **Georges River College Peakhurst Campus Enrolment Procedures**

Georges River College Peakhurst Campus uses the Department of Education's 100-point residential address check to determine the student's entitlement to enrol at the school. Under exceptional circumstances, the Principal has the authority to adjust the total points requirement if appropriate.

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. GRC Peakhurst Campus will not keep copies of any documents provided to the school used to verify the identity of any individual for the purposes of enrolment.

If a person knowingly provides materially false or misleading information to a school when making an application for enrolment, this may be an offence which has a penalty of up to 2 years imprisonment, \$22,000 fine or both (Section 307B of the Crimes Act 1900).

If a person provides a statutory declaration he or she knows to be false for the purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment (Section 25A of the Oaths Act 1900). (Legal Issues Bulletin 43 – Enrolment of students in government schools).

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).

A list of approved documents for the residential address check is outlined in the following table:

Document showing the full name of the child's parent	Points
1. 40 points - Only one of the following: 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. 20 points - Any of the following documents: 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. 15 points - Any of the following documents: 3.1 Electricity or gas bill showing the service address (up to 3 months old) 3.2 Water bill showing service address (up to 3 months old) 3.3 Telephone or internet bill showing the service address (up to 3 months old) 3.4 Drivers licence or government issued ID showing home address (up to 3 months old) 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

## Managing and processing enrolments at Georges River College Peakhurst Campus

A student is 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. Parents may apply to enrol their child in the school of their choice. Acceptance is subject to the child being eligible to attend and the school can accommodate the child. Current year enrolment applications should be processed within 15 school days. Schools are not required to nominate a reason(s) via the online enrolment system for accepting or declining a non-local enrolment application, or withdrawal of in-area enrolment application.



## **Enrolment cap**

An enrolment cap for Georges River College Peakhurst Campus is established centrally, by the Department of Education and is based on available permanent accommodation.

## **Enrolment buffer**

At GRC Peakhurst Campus, we exercise a local enrolment buffer to accommodate students who enrol throughout the year. The size of the buffer is based on historical data, enrolment fluctuations and on the number of families moving into or out of the area. It is reviewed annually and set in time for assessing applications for the following year's enrolment intake. Places in the local enrolment buffer are not to be offered to non-local students.

## **Enrolling from a NSW Government School**

The transfer of enrolment information between NSW Government schools is permitted by parental consent obtained on the enrolment application form. Principals can access enrolment information on the enrolment register. The parent of the student changing schools is required to update enrolment information. Student information can be shared between NSW Government schools without further parental consent, where consistent with the provisions of the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002. These Acts enable the transfer of information about a student between government schools where lawfully authorised or required under an Act (such as the Work Health and Safety Act 2011) or any other law, including the duty of care. Further, the department's Privacy Code of Practice, permits information sharing between government schools on a number of bases including where it is considered necessary to promote and maintain a disciplined learning environment.

Information is required to be shared by Principals of primary schools and secondary schools in accordance with additional implementation procedures which support enrolment. Such information is used by the principal to make decisions about requirements for additional support such as development of learning and support strategies.

## **Legal requirements**

The Department of Education has a duty of care to take reasonable steps to protect students from foreseeable risk of harm and to do what is reasonably practical to ensure the health and safety of students, staff and visitors to its sites. Georges River College Peakhurst Campus staff have legal obligations to



identify and report child protection concerns that arise during the course of or from their work. Georges River College Peakhurst Campus staff may also have an important role in taking appropriate action in response to child protection concerns in partnership with the Department of Family and Community Services and other government and non-government organisations.

To manage the concurrent legal requirements where there are safety, welfare or wellbeing concerns, it is reasonable that the principal obtains information relevant to assessing any risks arising from a student's previous behaviours. Collectively these concerns may include any issue concerning the health, safety, welfare or wellbeing of students and staff that may impact on school related activities.

For all enrolments, this includes consideration of whether there are health and safety risks arising from a student's history of violent behaviour and/or safety, welfare or wellbeing concerns, where the student is at risk of harm from a serious health condition, has a history of anti-social or extremist behaviour or has engaged or been subject to problematic or harmful sexualised behaviour. To assist in this process, Georges River College will send out a student information request to previous schools, seeking information relevant to the assessment and management of risks posed to a student or by his or her behaviour to the student, other students and/or staff.

Should the Principal identify safety concerns for a prospective student, they are able to collect relevant information for a risk assessment and develop a management strategy, from the following sources:

- The enrolment application form containing information relating to a student's history, including special circumstances (such as being in out of home care, subject to bullying by others or living apart from parental supervision), potential risks of harm, suspension, expulsion and violence issues. The form gives parents the opportunity to provide schools with information to facilitate a supportive and safe transition to school, which may include planning for personalised learning and support or other strategies to meet students' needs. This information is entered and stored on the enrolment register.
- Response to a request for student background form used for information exchange between schools. The Principal must have 'reasonable grounds' for making requests, such as the identification of safety concerns from the enrolment application form or in discussions with the student, parents or other professionals. The text in this form cannot be amended for legal purposes and the form must be treated as a confidential communication and only disclosed to third parties for a lawful purpose and stored securely.

Executive Directors, Public Schools have the delegated responsibility for declining enrolment applications for students with documented violent behaviours when risk mitigation strategies or adjustments are not possible to manage the risk. This is subject to compliance with the requirement to conduct a risk assessment, in accordance with the management of health and safety risks posed to schools by a student's violent behaviour guidelines, and consultation with the Director, Educational Leadership.



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### Non Local enrolments

Students residing outside of Georges River College Peakhurst Campus' designated intake area may be considered for enrolment depending on available space in the year group and dependent upon the school's enrolment cap and local enrolment buffer.

Selection for Georges River College Peakhurst Campus is based on the following criteria regardless of student ability, performance or achievement. **No single criterion will guarantee placement.**

Non-local selection criteria include:

- Siblings currently enrolled at Georges River College Peakhurst Campus
- Medical Circumstances
- Compassionate or extenuating circumstances
- Distance – proximity and access to the school: the student should be able to travel to and from the school in a way that is considered to be reasonable and will not impact on their social and/or academic progress
- Safety aspects – safety and supervision of the student before and after school
- Availability of subjects or combinations of subjects
- Students with additional wellbeing needs.
- Children of school staff where they have not exceeded their temporary enrolment allowance. (5)
- It is critical that school prioritise non-local enrolments for siblings of a student/s in a support class at eligible mainstream schools, and siblings of students enrolled in mainstream.

### Georges River College – Multi Campus College

Georges River College Peakhurst Campus is part of Georges River College, comprising of four (4) campuses:

- Georges River College Peakhurst Campus (Years 7-10 co-educational campus)
- Georges River College Penhurst Campus (Years 7-10 co-educational campus)
- Georges River College Hurstville Campus (Years 7-10 co-educational campus)
- Georges River College Oatley Senior Campus (Years 11-12 co-educational campus)

Families can check to see the campus intake area designated to their residential address by visiting the NSW Public School Finder website:

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





## Temporary Residents

Students on temporary resident visas will be entitled to enrol at their local school, based on their residential address. School contributions for families that are regional holders of Temporary Skill Shortage visas (subclass 482), can be waived, if necessary.

## Enrolment Panel

An enrolment panel will consider all non-local enrolment applications. The composition of the enrolment panel is determined by the school and will consist of one executive staff member to chair the panel, at least one teaching staff member nominated by the principal and one school community member nominated by the school's parent organisation. Applicants for non-local enrolment will be advised that the panel will include a school community member and all panel members will be asked to confirm they have no conflict of interest when considering any application. Should a non local enrolment application be submitted, the panel will meet to meet to consider the application in a timely manner.

## Waiting List

A waiting list may be created for non-local students who are not offered enrolment.

## Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal should be made in writing to the principal and should set out the grounds of the appeal.

If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.

## Georges River College Peakhurst Campus Support Unit

A NSW Department of Education Placement Panel is responsible for determining all placements in the Georges River College Peakhurst Campus Support Unit. Enquiries can be made about this process by contacting the NSW Department of Education Riverwood Regional Office on 9408 8900.



There are additional policies and procedures relating to enrolment, such as:

- Distance Education Enrolment Procedures
- Enrolment of Non-Australian Citizens – Procedures and Eligibility
- Proof of Identity and Residency Status
- High Potential and Gifted Education
- Procedures for particular circumstances, such as distance education, virtual secondary school, students with a disability accessing specialist support classes, transgender students, intensive English centres and schools, temporary residents, international students and students with a history of violence.

Additional information, relevant forms, and resources, are located on the department's Going to a Public School website.

<https://education.nsw.gov.au/public-schools/going-to-school>

### **Further Information**

Should you have any further enquiries, please contact Georges River College Peakhurst Campus School Office on 02 9153 9966.

This enrolment policy has been developed with the agreement of the Principal, parents/carers and the Director – Educational Leadership. (Updated December 2024)