ENROLMENT POLICIES AND PROCEDURES

Dear Parents / Guardians

Thank you for enquiring to enrol your child/ren at Lindfield Public School.

The following information should assist you with the criteria and information required by the school to process the enrolment application for your child/ren. When lodging your enrolment application/s, it is important that you inform us of any special circumstances, allergies, health or medical conditions in regard to your child/ren.

English as a Second Language or Dialect (EAL/D)

If English is not your child’s first language, you may be eligible to access additional support from our EAL/D program.

School Readiness

If you are unsure if your child is ready for school, please do not hesitate to talk to Katrin Cornell (Deputy Principal) if you have any questions or concerns.

Kindergarten Enrolment

Your child can start Kindergarten at the beginning of the school year if they turn five on or before 31 July in that year. By law, all children must be enrolled in school by their sixth birthday.

You may apply to enrol your child in Kindergarten from May of the previous year. Enrolment procedures are outlined further in this letter.

There are several events held in the year prior to the children starting Kindergarten:

- showcase and school tour for parents and students (27 August at 9.30 am in school hall);
- parent information evening (10 September at 6.30 pm in the school library); and
- parent information and Kindergarten orientation visits (12 and 19 November, 10.00 am to 11.00 am).

Additional information will be forwarded throughout the year.

New Enrolment (Local)

Children are eligible to enrol at Lindfield Public School if they:

- are of school age (ie turn five years of age by 31 July in the year they start Kindergarten); and
- reside within the Lindfield Public School boundaries as defined by the Department of Education and Communities.

Children who fulfil both of these conditions are automatically accepted.

To enrol your child/ren at a NSW Government school, you will need to complete an “Application to enrol in a NSW Government school" as well as providing other pertinent documentation.

Attached is a guide on how to complete the “Application to enrol in a NSW Government school" along with a checklist of the information and documentation necessary for the school to process your enrolment application/s.
New Enrolment (Non-Local)

Children who are of school age but live outside the school's boundaries are able to apply for a 'non-local' enrolment. You will need to provide all information/documentation as per a new (local) enrolment along with a completed “Application For Non-Local Primary School Enrolment”. This form will be provided to you by the school administrative staff.

The Lindfield Public School enrolment policy determines the criteria for this category. The criteria, in order of priority, are:

- the school has vacant places in the grade requested;
- staff and accommodation are available;
- the child has a family placement claim because a sibling currently attends the school; and
- the child is a son or daughter of a member of staff.

If your child/ren are unable to be placed through the above criteria, a special application can be made to the Principal detailing the reasons for placement. The Principal and Deputy Principal will consider this request.

The ability of the school to confirm acceptance of a 'non-local' application is dependent on many factors, including the number of vacancies and local enrolment trends. The school endeavours to inform parents/guardians as soon as possible but parents/guardians must understand that this may not be possible until the commencement of the new school year.

Non-Australian Citizens and Temporary Visa Holders

If your child is not an Australian citizen or is a temporary visa holder, you will need to provide the information needed as a new (local or non-local) enrolment, along with the additional applicable documentation.

Please refer to the checklist attached to ensure you can provide the school with all the necessary documentation.

The 2015 Parent Information Booklet provided to you (also available to view on line via the link: http://www.lindfield-p.schools.nsw.edu.au/our-school) should answer most of your questions with regard to life at Lindfield Public School. If there are, however, further queries, please do not hesitate to contact the school on 9416 1903 or email lindfield-p.school@det.nsw.edu.au.

If you would like to take a school tour, they are available throughout the school year and your child/ren are welcome to come with you. Please call the school for further enquiries and to make a booking.

Once your application/s have been processed, you will be notified as to the starting date for your child/ren.

I look forward to welcoming you and your family to the Lindfield Public School community.

Kind regards

Caroline Desmond
Acting Principal
The information below is taken from page 15 of the “Application to enrol in a NSW Government school”. The full document can be downloaded via the following link:

Please read the below information carefully and ensure that your application has been completed correctly with all relevant documentation available to be sighted and photocopied by the school when lodging your enrolment application/s.

---

**How to complete this application form**

- All applicants must complete sections A, B, C, E, F and G
- You may be required to complete sections D, F and G
- Use a black or blue pen to fill in this form
- When you are asked to mark a box, put a tick or a cross in the box like this: ✔ ✗
- When you are asked to put information into boxes, put a single capital letter in each box and leave a box between each word like this: L I K E T H I S
- Please print as ready and legibly as possible like this:

  Write as clearly as possible in the box

- Attach any additional information securely to the back of this form. Clearly indicate which section (A–I) this information refers to.
- If you require another application form, you can download additional copies from: www.schools.nsw.edu.au/media/downloads/languagesupport/enrol/application/english.pdf

---

**Checklist**

When you come to the school to enrol, please bring these original documents with you:

- **Proof of student’s residential address**
  (eg. council rates notice, residential lease, electricity accounts, statutory declaration etc.)
- **Birth certificate or identity documents**
- **Australian Childhood Immunisation Register (ACIR)**
  Immunisation History Statement (only required for students enrolling in NSW Government primary schools 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**

In addition
- **Non-Australian Citizens**
  - If your child is a permanent resident but not an Australian citizen you will need to provide:
    - **Passport or travel documents**
    - **Current visa and previous visas (if applicable)**

In addition
- **Temporary visa holders**
  - If your child is a temporary visa holder you will need to provide:
    - **Passport or travel documents**
    - **Current visa and previous visas (if applicable)**
    - **Authority to Enrol issued by the Temporary Residents Program Unit.** This is required for visitor and temporary visa holders (other than sub class 571P referred to below)
    - **Authority to Enrol or evidence of permission to transfer issued by the International Student Centre** (if holding an international full fee student visa, sub class 571P)
    - **Evidence of the visa the student has applied for** (If the student holds a bridging visa)