



Lochinvar Public School Enrolment Procedures 2024



To be reviewed annually.

NSW Dept of Education's Policy and Procedures

These school procedures are aligned with the NSW Dept of Education's '[Enrolment of Students in NSW Government Schools](#)' Policy.

The NSW Dept of Education implemented its [General Enrolment Procedures](#) on 22 July 2019.

Intake Area

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. Local enrolment applications can be found on our [school website](#).

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.

School intake areas are designated by the Secretary, Department of Education. The Lochinvar Public School local intake area is below. Use the [School Finder App](#) for further information.

Lochinvar Public School Enrolment Procedures

Document showing the full name of the child's parent	Points
1. Only one of (i.e. 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 each
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. Drivers 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 three months old

Non-local Enrolment Applications

Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level. Non-local enrolment applications can be found on our [school website](#).

Except for enrolments at the commencement of the school year, schools that have not reached their local enrolment buffer level should only accommodate non-local enrolments into classes with available places.

Criteria for non-local enrolment applications

The criteria, listed below, for the enrolment of non-local students has been developed after consultation with the school community.

- Students starting Kindergarten in 2025 with siblings already enrolled in the school
- Recent changes in the local intake area boundaries
- Compassionate circumstances (compelling and exceptional)

When a non-local enrolment is accepted, the offer does not extend to siblings.

Enrolment Panel

The school's Enrolment Panel meets twice per term to consider all applications against the above criteria.

1	School Executive - Chairperson
2	Staff member nominated by the Principal
3	School community member nominated by the school's parent organisation

Waiting list

There is currently no waiting list.

Appeals

Appeals against the panel's decision need to be made in writing to the Principal. The Principal will seek to resolve the matter.

If the matter is not resolved at school level, the Director Educational Leadership will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Document History

Version	Author	Date
1.0	Libby Cantwell	26.2.2024