

# Lindfield Learning Village

## Enrolment Procedure

*Revised March 2023*

Students are enrolled at Lindfield Learning Village in accordance with the guidelines of the NSW Department of Education. This policy is to be read in conjunction with the Department of Education's [General Enrolment Procedures](#).

Lindfield Learning Village is a comprehensive, co-educational school for students from Kindergarten to Year 12. Information on the school's educational model are available [here on the school's website](#).

### Rationale

Children are 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.

### How to enrol

1) Verify whether you live within the catchment area for Lindfield Learning Village via [School Finder](#).

If you live in our intake area and would like to apply to enrol at our school, start by completing the [enrolment enquiry form](#) found on the [Enrolments Forms and Procedures](#) page of our website. Online enrolment is currently only available for Australian or New Zealand citizens and permanent residents.

If you are not able to apply online or you prefer not to, download the paper [application to enrol \(PDF 768.4KB\)](#) form. Please complete the form in English. A translated [application to enrol](#) may help you do this.

You may be asked to attend an interview with a member of the leadership team. 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.

The Enrolment Enquiry Form can also be used for out-of-area enrolment. Please note that out-of-area enrolment procedures are subject to the department's [enrolment policy](#).

Enrolment applications are finalised at the school.

**Kindergarten enrolments:** Children who have turned five or who will be turning five by the end of July in the year they wish to enrol are eligible for enrolment. By law, all children must start school by their sixth birthday. Please ensure your child has been immunised before entering Kindergarten. Once you have submitted your completed enrolment forms and required documentation, you will be contacted by the school to advise you of the outcome of your application. We will provide you with key dates and information to assist you with your child's enrolment.

**Students seeking enrolment at Year 7 level:** If your child is in Year 6 at a NSW Government Primary School, you will be able to apply for enrolment by completing the *Expression of Interest* form which is distributed through NSW Public primary schools. This form is completed by accessing the link found on your primary school website.

Year 6 students at non government schools can obtain a paper version of the year 6 to year 7 EOI from their local NSW government school. Parents should submit the paper version of the EOI to their local high school or to the first choice non local high school listed on the EOI form.

**Enrolments Year 1 to Year 12:** If your child is currently enrolled in another **NSW Public or Non-Government school**, please complete the online [enrolment enquiry form](#) (*available on the [Enrolments Forms and Procedure](#) page of our website*). You will be contacted once the enrolment process for your child's age group has commenced for the following year OR if there are places available in the current year.

Year 11 and 12 enrolments will negotiate their subject choices with the Principal subject to class numbers, course availability, past patterns of study and the NSW Educational Standards Authority (NESA) requirements. It should be noted that students wishing to enrol at Year 12 level must have a compatible pattern of study available and a successful academic record in this pattern of study for their enrolment to be accepted. The Careers advisor is consulted concerning TAFE and VET courses.

The most appropriate start date will be negotiated by the Principal and is subject to the receipt of all required documentation.

### **Non-local Enrolment**

Places for non-local applicants will be considered in the light of the whole school and each academic year's enrolment numbers which can vary for different year groups, given:

1. The number of permanent teaching spaces available, and
2. That a sufficient enrolment buffer, determined by the Principal, be left to accommodate possible new local enrolments throughout the school year.

**Where appropriate**, applications from prospective non-local applicants will be considered by the Placement Panel which consists of the two Deputy Principals, the school enrolment officer and a Parent representative.

Non-local enrolments must address the following non-local enrolment criteria:

- siblings already enrolled at the school
- proximity and access to the school
- availability of subjects or combinations of subjects
- compassionate circumstances
- structure and organisation of the school
- recent change in the local intake area boundaries

**Please note: Satisfying one or more of the above criteria does not guarantee enrolment.**

If you would like to apply for a non-local enrolment place at Lindfield Learning Village please complete our online [enrolment enquiry form](#) which you will find on the school website. Once you have submitted your Enrolment Enquiry form and your reasons for seeking non-local enrolment as per the above criteria, your application will be considered by the school placement panel.

You will be contacted by phone or email to inform you of the outcome of your application. You may be asked to attend an interview with a member of the leadership team. 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.

### **Temporary Visa or Visitor Visa**

Any student who is not an Australian or New Zealand Citizen must have an appropriate residency visa or approval to enrol in accordance with the conditions set down by the Department of Immigration and Border Protection. You can [find more information here](#).

Following the issue of an Authority to Enrol, please follow the enrolment procedures outlined in this document. Note that:

The visa status of non-Australian citizens will be checked in regard to fees to be paid to the government (Temporary Resident Visa Unit); and

The school does not accept enrolment applications from international students who are the principal visa holders (Visa subclasses 500P or 571P).

If an offer of enrolment is made, you will be sent an *Application to Enrol* form along with a letter of offer. Enrolment at Lindfield Learning Village cannot be finalised until a completed *Application to Enrol* has been received and all supporting documentation verified.

## Required documents for all enrolments

All documentation provided must be the original or certified copies and must be in the family name for the current residential address. In some circumstances, the school may request additional documentation to support enrolment applications.

Every new enrolment must include the following documentation:

- 1) Proof of child's identity - Birth Certificate or Passport; citizenship documents if appropriate (please note that an Australian Birth Certificate does not necessarily equate to Australian citizenship). Please include any relevant visa and travel documents.
- 2) Child's last two school reports (unless enrolling in Kindergarten)
- 3) Child's immunisation record
- 4) Any relevant medical information including ASCIA plans completed by a medical professional for Asthma, Allergies and/or Anaphylaxis
- 5) Any relevant Family Law or court orders where applicable
- 6) 100 point proof of residential address as per the information in section 2.1 of the Department of Education [General Enrolment Procedures](#) (PDF 297 KB).

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. \*\*that is current or has expired within the last 3 months.

Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check requirements when assessing a child's entitlement to enrol at the school. If this is to occur, principals are required to seek the approval of the Director, Educational Leadership.

Please note that if at any time, proof of residential address or any other information provided to the school is found to be false or misleading, the Department of Education maintains the right to withdraw the offer of enrolment at Lindfield Learning Village. Similarly, withholding information which may impact on the school's ability to cater for your child's needs may affect enrolment.

**NB:** Clearance from the child's previous school should be organised before enrolment is finalised. This involves notifying your child's current school in writing, of your intention to change their enrolment to Lindfield Learning Village. You may be asked to finalise any outstanding payments and return equipment or resources which belong to the school. Lindfield Learning Village will request information from your child's previous school in the form of a risk assessment.

**Please note that children with a history of violence or drug use will require a more detailed risk assessment to be conducted.** This may require additional time and may delay the enrolment process. Principals may refuse enrolment of a student on the grounds of previously documented violent behaviour or drug use if there is evidence that the student has not learned the appropriate skills to manage this behaviour.

## Appeals

Where a parent wishes to appeal against the decision of the enrolment placement panel, the appeal should be made in writing to the Principal. Where required, the Principal will provide or arrange assistance such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter. If the matter is not resolved at the local 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.