



Student Enrolment Procedures and Protocols



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Document History

Version	Author	Date
1.0	G Bennett	14 October 2019
1.1		15 April 2024

Synopsis

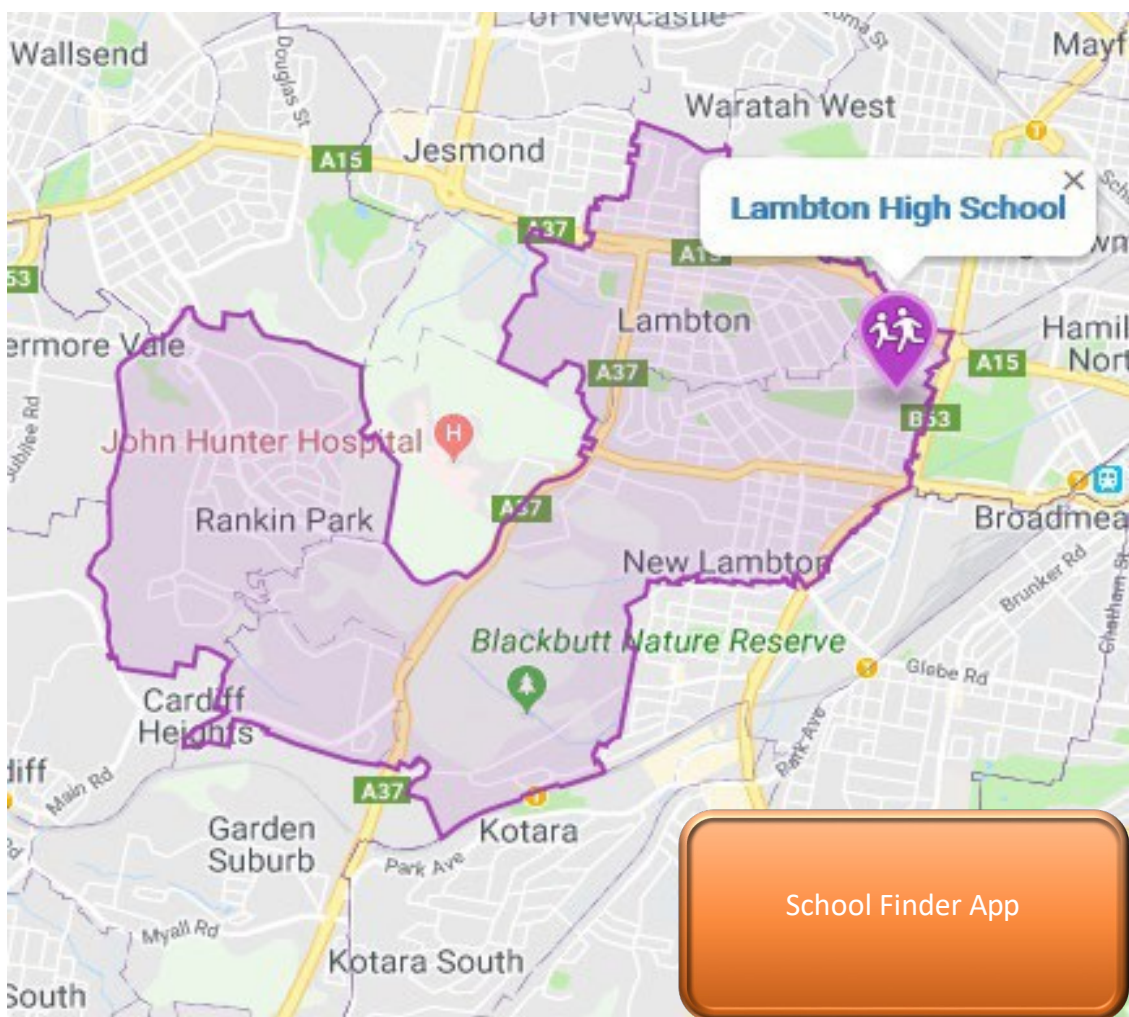
This document supports Lambton High School's implementation of the NSW Department of Education's Enrolment of Students in NSW Government Schools Policy (July 2019) and should be read in conjunction with the [General Enrolment Procedures](#).

Managing enrolments in schools

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.

Local Enrolment

To determine if a student's home is within a school's local intake area please use the School Finder App by clicking on the button below.



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Residential address check

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. For local enrolments, Lambton High School will use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

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

Where a parent is able to give good reasons why they are unable to present documents, they are to ring the school office to make an appointment to discuss with the principal.

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Enrolment cap

The enrolment cap for Lambton High School is established centrally based on permanent accommodation.

The enrolment cap for Lambton High School is 1040, based on 52 permanent classrooms.

Local enrolment buffer

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. The size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area. The size of the local enrolment buffer is set locally by the principal and approved by the Director, Educational Leadership.

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.

To accommodate local students, Lambton High School has determined a buffer of 25 places.

Therefore, if Lambton High School's enrolment is above 1015 the school will be unable to accept non-local enrolments.

Non-local enrolment

Non-local enrolment applications are only considered by Lambton High School if it can accommodate the child below the set local enrolment buffer level.

Except for enrolments at the commencement of the school year, if Lambton High School has not reached their local enrolment buffer level, non-local enrolments will only be accommodated into classes with available places.

Non-local enrolment applications include the [Application to enrol in a NSW Government school](#) and a non-local enrolment application form. Lambton High School's non-local enrolment application form requires the applicant to address the selection criteria and provide supporting documentation. (See Appendix)

For 2024, Lambton High School enrolments are above 1015, therefore non local enrolment applications are unable to be accepted at this time.



Criteria

The criteria, listed below, for the enrolment of non-local students at Lambton High School has been developed by the Principal, Mr Gary Bennett, after consultation with the school community.

- siblings already enrolled at the school
- proximity and access to the school
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- compassionate circumstances
- structure and organisation of the school
- recent change in the local intake area boundaries.

Criteria must not include student ability, performance or achievement. Priority should be given to siblings of currently enrolled students, where possible.

Enrolment panel

If demand for non-local enrolment exceeds the number of places available below the enrolment buffer of 1015, then Lambton High School will establish an enrolment panel to consider all applications against the above criteria.

Lambton High School's enrolment panel includes a member of the school executive as Chairperson, a nominated staff member and a member of the school community nominated by the P & C.

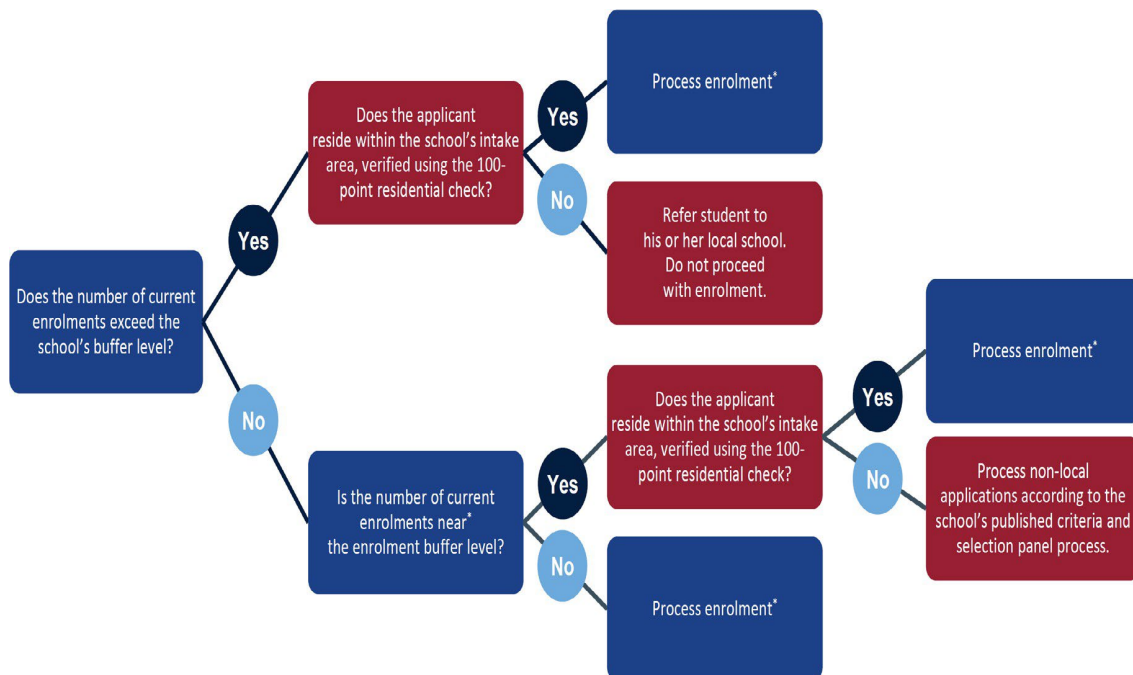
Waiting lists

Lambton High School's enrolment panel may create a waiting list for non-local students who are not offered enrolment. If a waiting list is created it will remain valid during the current intake period only. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies.

Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. The purpose of the appeal is to determine whether the stated criteria have been applied equitably. The principal considers the appeal and makes a determination. An appeal is submitted through the front office.

Enrolment application decision tree



*For more information, visit: <https://education.nsw.gov.au/policy-management-schools/media/documents/Decision-tree-Revised-enrolment-policy-2019.pdf>