



## Wollongbar Public School

P.O Box 3455 Wollongbar NSW 2477  
Phone (02) 6628 1302 Fax (02) 6628 1976  
Email: [Wollongbar-p.school@det.nsw.edu.au](mailto:Wollongbar-p.school@det.nsw.edu.au)  
Principal: Jennifer Thomas



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## Wollongbar Public School Enrolment Procedures

Wollongbar Public School is part of the NSW government school system and exists to provide high quality education to all school-age children. Current accommodation necessitates 13 classes, with a 10% buffer in each year level to accommodate local enrolments.

All children whose home is situated in the intake area designated for Wollongbar Public School are entitled to enrolment here. We seek to ensure that every eligible child living in the local area has a place at our school.

Children must turn 5 before 31 July to be eligible to enrol in a primary school.

A child is not enrolled until he or she is placed in the Enrolment Registration System (ERN). The acceptance of an enrolment form is not a guarantee of enrolment.

In order to ensure enrolling students' needs are established and can be met prior to enrolment, parents and carers are required to:

- Provide proof of residency – 100 points of identification (see Appendix 1)
- attend a meeting with the Principal
- provide information about prior schooling history
- provide all professional assessments and reports and
- give approval to seek information from previous schools.

### **Within this context the following guidelines for enrolment have been established:**

1. Children living within the **local boundary** area will be enrolled in accordance with the policy of the Department of Education. (Appendix 1 Enrolment Application Checklist)
2. The **boundary** of the local area is determined by the Department of Education and shown on the attached map. (Appendix 2 Application for Out-of-Area Enrolment)
3. Applications for **Out-of-Area enrolment** will be considered when local enrolments have been taken and the open ceiling of the school has not been reached. (Appendix 2 Application for Out-of-Area Enrolment)
4. Criteria for selecting **Out-of-Area applicants** will be made in the following order:
  - Sibling/s already enrolled at the school.
  - Safety and supervision of the student before and after school.
  - Proximity and access to the school.
  - Compassionate Circumstances.
  - Special interests and abilities that could be met at Wollongbar PS.
  - Size, structure and organisation of the school.



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- Continuity of schooling where a family has left Wollongbar PS and later returns to the district but not within the enrolment zone.

**Criteria other than the above will be considered only in exceptional circumstances.**

Where not all Out-of-Area applicants can be accommodated, priority will be given according to:

- the date the enrolment application form was received by the school
- availability in that year level, according to the buffer zone

Special consideration outside of these guidelines must be put in writing at the time of the application form is presented to the school.

The enrolment of students transferring from nearby school will only be accepted after discussion and agreement between the principals of both schools that the transfer is in the best interest of the student.

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Principal



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Education  
Public Schools

## Appendix 1 Enrolment Application Checklist

Dear Parents/Caregivers,

Thank you for applying to enrol your child at Wollongbar Public School. Please provide these **original** documents **before** your appointment:

### Proof of Residency – 100 points of identification

- All documents MUST be in the name of the enrolling parent/carer.
- At least ONE Category A document is required
- A copy of the original documents is accepted (documents printed off the internet are not acceptable)
- All documents must be current, and addressed to the property
- Personal references are not considered

100 Points of Identification Documentation		
<b>Category A - 40 points</b> <i>Only ONE of (no additional points for additional documents)</i>	<input type="checkbox"/> Council Rates Notice <input type="checkbox"/> Residential Lease Agreement (Rental Bond Documentation) <input type="checkbox"/> Contract of Sale (with settlement to occur within the applicable school year)	
<b>Category C – 20 points</b>	<input type="checkbox"/> Centrelink Documents <input type="checkbox"/> Electoral Roll Statement <input type="checkbox"/> Private Rental Agreement (for a period of at least 6 months)	
<b>Category B - 15 points</b>	<input type="checkbox"/> Drivers Licence or Government issued ID <input type="checkbox"/> Motor Vehicle/Marine Vessel/Trailer Documents (Registration/Insurance) <input type="checkbox"/> Mobile Phone Account <input type="checkbox"/> Telephone/Internet Bill <input type="checkbox"/> House Insurance Documents	<b>Utility Accounts</b> <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Statutory Declaration (stating the child's residential address, how long they have lived there and supporting documentation of this.)

- Birth Certificate, Passport or identity documents** – a legal requirement before enrolment
- Australian Childhood Immunisation Register (ACIR) OR Immunisation History Statement**  
(You can obtain a free copy by calling 1800 653 809 or [www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online))

**In addition:** If your child has health, disability or other support needs you will need to provide:

- Copies of their Asthma Action Plan or Anaphylaxis Action Plan from the Doctor**
- Copies of medical/healthcare or emergency action plans**
- Evidence of any disability or other support needs including any learning and support plans**
- Copies of any family law or other relevant court orders**

Please feel free to contact our Office on 6628 1302 between 8.30am-3.15pm if you require assistance.

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## Appendix 2 - Application for Out-of-Area Enrolment

Parents and carers of students not living within the local enrolment zone for Wollongbar Public School may apply for enrolment of their child by completing the following application and forwarding to the Principal.

### Criteria for Out-of-Area Applications

The following criteria will be considered for Out-of-Area enrolment at Wollongbar PS:

- Sibling/s already enrolled at the school
- Safety and supervision of the student before and after school.
- Proximity and access to the school.
- Compassionate Circumstances
- Special interests and abilities that could be met at Wollongbar PS
- Size, structure and organisation of the school
- Continuity of schooling where a family has left Wollongbar PS and later returns to the district but not within the enrolment zone.

**Criteria other than the above will be considered only in exceptional circumstances.**

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### A. Student Information

Family Name: ..... Given Name: .....

Date of Birth: .....

Address: ..... Postcode: .....

Phone: ..... Work: ..... Mobile: .....

Current School (if applicable): ..... Present Year/Grade: .....

Name of Parent/Caregiver: .....

### B. Reason/s for requesting Out-of-Area Enrolment at Wollongbar PS:

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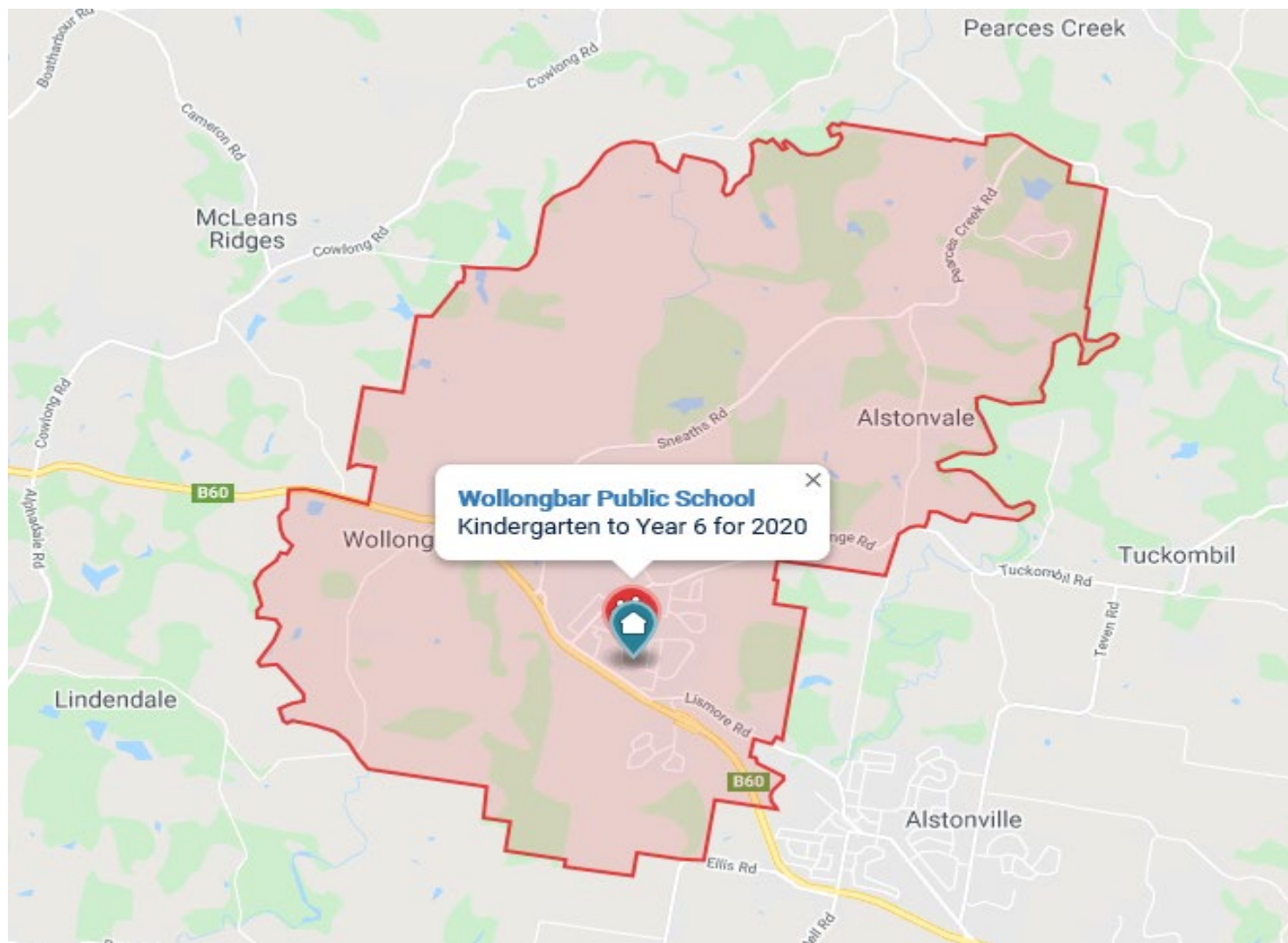
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Signed: ..... (Parent/Caregiver) Date: .....

<b>School Use Only</b>		
Date received: .....	Place Available: .....	Parent Advised on: .....



*Reference: NSW Department of Education: Staff Portal Application: School Intake Zone Enquiry*