



TAMWORTH WEST PUBLIC SCHOOL

65 Bridge St, West Tamworth

Ph: 02 6765 8316

tamworthw-p.school@det.nsw.edu.au

June 2025

Tamworth West Public School

Enrolment Procedures

As of Tuesday, 10 June 2025

Review February 2026

The Education Reform Act 1990 requires students between the ages of six and fifteen to be enrolled at a government or non- government school, and to attend school on each day that instruction is provided.

- A student can be enrolled at one school only.
- Any student residing within the local intake area of a public school is entitled to enrol at that school.
- The principal requires proof of address, to their satisfaction, in order to establish a child's entitlement to enrol in the school.
- No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion or ethnicity.

The transfer of enrolment information between NSW government schools is permitted by parental consent obtained on the enrolment application form. We will seek information from your previous school to support student transition. We will also seek information when a student is enrolling from a non-government school. Please note that court orders and other relevant documents need to be provided on enrolment.

Enrolment Cap and Buffer

At Tamworth West Public School, the current enrolment cap is 439 students. This includes 407 mainstream students and 32 students in our 3 Support Classes. The buffer is 14. Places in the buffer will not be offered to non-local students. Therefore, once enrolments reach 393, places will not be offered to non-local students.

Local Enrolments

Please use this website to help determine which school local intake area you fall into.

<https://education.nsw.gov.au/school-finder>

Residential Address Check

Under the Education Act, Tamworth West Public School require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. Parents may seek to enrol their child directly at their local public school by completing the *Application to Enrol* in a NSW Government school form.

Address: PO Box W3489, 65 Bridge Street, WEST TAMWORTH NSW 2340

Telephone: 02 6765 8316 **Facsimile:** 02 6762 1226

Email tamworthw-p.school@det.nsw.edu.au

Web: www.tamworthw-p.schools.nsw.edu.au

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"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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

Non-local Enrolment Applications

Equity and excellence are key to public education. Parents may enrol their child at any government school if the child is eligible to attend and the school can accommodate the child.

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.

Composition of Enrolment Panel

When the demand for non-local places exceeds availability, the school will establish an enrolment panel to consider all non-local applications. The enrolment panel will be comprised of the school executive team, excluding the principal and a community member. Parents will be provided with an explanation of the decision of the enrolment panel.

Where demand for non-local enrolment exceeds the number of available places below the local enrolment buffer, enrolment applications must be considered and prioritised against the criteria outlined below.

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Criteria for Non-local Enrolment Applications:

- learning and wellbeing needs
- sibling currently attending the school
- parent or carer works at the school
- proximity and access to the school
- safety and supervision of the student before and after school

Appeals

Where a parent wishes to appeal against the decision of the enrolment panel, the appeal should be made in writing to the principal. If the matter is not resolved at the local level, the Director, Educational Leadership will consider the appeal and make a determination.

Waiting List

A waiting list for the current school year may be established for non-local students. Parents will be advised if their child is to be placed on a waiting list.

Review

The procedures are reviewed by the school community, staff and Principal each year.



Sara Spinks
R/Principal

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