Policy Statement: Enrolment of Students

This policy is drawn from the Departmental Guidelines in 1997 and the Education Reform Act 1990.

Definitions

Local Area: The school serves the area south of Sparks Road, West of the Pacific Highway and East of the Great Northern Railway Line. Students residing within this area are local enrolments.

Non-local enrolments: Children outside the Local Area.

Introduction:

In N.S.W. students between the ages of six and fifteen are required to be enrolled at a government or registered non-government school and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

General Principles Governing Enrolment

- A student is considered to be enrolled when he or she is placed on the admission register.
- A student should be enrolled in one school only at any given time.
- Children are entitled to be enrolled at the school that is designated for the intake area within which the child’s home is situated and that the child is eligible to attend.
- Parents may seek to enrol their child in the school of their choice.
- School local areas are to be determined by the Department of Education and Training through a process involving consultation between the Properties Directorate and the District Superintendent.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- Schools are required to provide a written policy which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of staff and permanent classroom accommodation.
- The policy and criteria should be expressed in plain English, and in community languages where necessary. It should be made clear what consideration will be given to each criteria.

Enrolment Ceilings and Buffer

- The enrolment ceiling for Warnervale Public School, based on 16 permanent classrooms.
- Based on a formula Department Guideline, which will be adhered to:

  Kindergarten : 20 students
  Year 1: 22 students
  Year 2: 24 students
  Years 3 – 6: 30 students

- No "Out of Zone" enrolments can be accepted if additional accommodation or staff are required to cater for them.
- In the event that vacancies exist outside of the "buffer" the following criteria will be considered as relevant to "Out of Zone" applications:
• Student safety
• Significant disadvantage to families
  The application will be considered by a placement panel consisting of:
  o The Principal
  o Parent
  o Administration Manager

• Waiting Lists may be established for non-local students. Parents should be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list should reflect realistic expectations of potential vacancies. Waiting lists are current for one year.

• Appeals — Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. Where required, the principal should 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 School Education Director will consider the appeal and make a determination. The School Education Director will consult with the relevant principals and school communities as necessary. The purpose of the appeal is to determine whether the stated criterion have been applied fairly.

Non-Local Enrolments

• The enrolment of students outside the school’s local boundaries depends on the following criteria.
  o An application form has been completed and the Placement Panel has considered the reasons are genuine and will benefit the child educationally.
  o The enrolment will not result in additional staff and accommodation.
  o Proof of intention to live in the local area within a twelve month period e.g. rate notice, real estate notice or title of ownership.

• Where places are not available, parents can place their child on a waiting list which will remain current for one year.

• A written explanation of the Placement Panel’s decision will be provided to parents and carers.

Special Enrolment Procedures

• Kindergarten:
  o Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year.
  o Documentation providing proof of age such as birth certificate or passport is required on enrolment.
  o Parents are required to provide documented evidence of a child’s immunisation status on enrolment.

• Siblings will be enrolled under the non-local enrolment criteria.

• Early enrolment of Gifted and Talented Students
  o A student who is intellectually gifted and talented may be considered for early enrolment. Before enrolment, a comprehensive evaluation of the child will be carried out by the school and school counsellor.

• Enrolment of Non-Australian citizens
  o Students from overseas must hold a valid visa. Before enrolment can occur, the school will assess the visa status of the student to determine its validity.

• Special Education Enrolments
  o Students wishing to be enrolled in special education classes at Warnervale Public School will only be enrolled after due processes have been completed and approval from District Office has been given in writing.

Updated: May, 2011
A: STUDENT INFORMATION
Family Name __________________________________________
Given Names _________________________________________
Address _____________________________________________
__________________________ Post Code __________
Parent / Carer’s Name _________________________________
Present School _______________________________________
Present Year / Grade (K-6) _________________

Date of Birth _____ / _____ / _____
Male ☐ Female ☐ (tick one)
Home Ph:_________________________
Work Ph: _________________________
Mobile: __________________________
Relationship to student ____________

B: NON-LOCAL PLACEMENT REQUEST
School applied for ________________________________________ Year / Grade ______________________
Proposed date of enrolment __________________________________________________________________
REASONS FOR APPLICATION ________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
(Attach any further information that you feel may be relevant)
I have also applied for enrolment at the following non-local school ________________________________
and at my local school ______________________________________________________________________
Parent / Carer’s Signature _______________________________ Date ________________

SCHOOL USE ONLY
Date received _____ / _____ / _____  Place available? YES / NO  Parent advised on _____ / _____ / _____
Principal’s comments and recommendation: ______________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
Signature _____________________________________________  Date _____________________________

Forward this form to the principal of the non-local primary school at which you are seeking placement

Updated: May, 2011
Non-local Primary School Placement
Information for Parents

Please read carefully before completing the form

Parents may apply for the non-local enrolment of their child in up to two (2) schools of their choice in addition to their designated local school. A separate application form is required for each school.

Reasons for choosing non-local placements may include:

- Change of residence
- Move from a non-government school
- Siblings already enrolled at the school
- Medical reasons
- Safety and supervision of the student before and after school
- Student welfare needs
- Particular educational programs or philosophies
- Structure and organisation of the school
- Size of the school
- Particular disciplinary procedures
- Attitude to school uniforms
- Travel arrangements and/or distance

The number of students a school may enrol is limited by the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodating local children. To avoid disappointment, parents should check that there are places available in a school before applying.

Once a student enrols in non-local school, transfer to another non-local school will only be possible in exceptional circumstances. Transfer to the student's local school will be allowed if space is available.

Parents can appeal against decisions regarding non-local placement by writing to the Assistant Director-General (Region).