



ENROLMENT POLICY

RATIONALE

The government school system in New South Wales exists to provide high quality education for all students. The *Education Reform Act 1990* outlines the objects of education and the legal requirements for compulsory schooling.

The legislation requires students between the ages of six and fifteen 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 to ensure that these obligations are fulfilled.

Oak Flats Public School is committed to being a local Public Primary School catering for the students in the local area. Enrolment of students will be in accordance with DoE policy. The school policy is revised annually in consultation with the P&C.

GUIDELINES

- All students will be enrolled in the name that is stated on the child's birth certificate or passport unless the conditions stated in the Family Law Guidelines can be applied.
- The school will seek evidence of the student's age and name before enrolment through a Birth Certificate or passport.
- A student is considered to be enrolled when he or she is placed on the admission register of a school
- A student should be enrolled in one school only at any given time.
- 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.
- Parents may seek to enrol their child in the school of their choice.
- School local areas are determined by the Department of Education.
- 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 have 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 appropriate staff and permanent classroom accommodation.
- The decision on where to enrol a student, and with what level of support, will depend on a number of factors, including a student's educational needs, wishes of parents and caregivers, capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

IMPLEMENTATION

As no additional accommodation will be provided to cater for increased enrolments resulting from non-local placements, an **Enrolment Buffer** has been determined. This buffer is to cater for unexpected local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area.

Places in the buffer are not to be offered to non-local students. At Oak Flats Public School, the enrolment buffer for K- 6 classes is to be two (2) students per grade
The enrolment ceiling is based on the class size guidelines which states that:

- In Kindergarten-the average class size should not exceed 20 students.
- In Year 1 the average class size should not exceed 22 students.
- In Year 2 the average class size should not exceed 24 students.
- In Year3-6 there is no specified maximum but classes should be 30 students or under.

When spare accommodation exists, except for enrolments at the commencement of the school year, non-local placements must not generate demand for extra staff or create disruption to school routine.

LOCAL ENROLMENT

Students who reside within the Department of Education (DoE) designated drawing area for Oak Flats Public School are accepted for enrolment.

The school will seek evidence demonstrating local resident status through the provision of current original documents. These are:

- Property ownership or tenancy documents in the name of the applicant's parent/carer eg. rate notice or tenancy agreement of 6 months or more.
- 2 utility account statements (water, electricity, telephone, gas) displaying the name and local address of the applicant's parent/carer.

The school will seek documentary evidence of guardianship where applicable.

Visa status of non Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).

NON-LOCAL ENROLMENT

Parents or caregivers reserve the right to apply for non-local placement of their child.

When demand for non-local placement exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The placement panel consists of the Principal, and two members of the school Executive Team.

The Parent and Community Association are consulted about the Enrolment policy on an annual basis and they have decided that at Oak Flats Public School, the placement panel will consist of school staff, with parent consultation about criteria for non-local enrolments.

In assessing applications, the panel will only consider matters presented on application form. Minutes and decisions from placement panel meetings will be recorded. The application should be supported by reasons for consideration by the school's Placement Panel.

CRITERIA FOR NON-LOCAL ENROLMENT

- **Preference** is given to students who have siblings at Oak Flats Public School if space permits.
- Other criteria includes (but not in priority order)
 - Medical reasons
 - Safety and supervision of students before and/or after school.
 - Compassionate circumstances.
 - Proximity and access to school.

- Further criteria from the Enrolment of Students in Government Schools policy 1997:
 - Structure and organisation of the school.
 - Special interests and abilities

WAITING LISTS

- A waiting list for non-local applicants may be established based on the criteria above and parents will be advised if their child is to be placed on the list.
- Waiting lists will reflect realistic expectations of potential vacancies and are current for one year only.

APPEALS

- Appeals may be made in writing to the Principal. Appeals can only be made with regards to following due processes outlined previously. The principal will seek to resolve the matter.
- If the matter is not resolved at local level, the School Education Director will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

KINDERGARTEN ENROLMENT

The principal will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children, including the policy on immunisation. Advice will generally be provided through the newsletter and P&C meeting.

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.

Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.

EARLY ENROLMENT OF GIFTED AND TALENTED STUDENTS

When a student is being considered for early entry to kindergarten the school counsellor will undertake a comprehensive evaluation of intellectual functioning, academic skills and social emotional adjustment. Input from the parents should be considered as part of the evaluation.

ENROLMENT OF STUDENTS WITH SPECIAL LEARNING NEEDS

The Department of Education & Training provides a range of services and resources to support the education of students with disabilities. These include:

- Targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes.
- Special classes within regular schools.
- Special schools
- Modifications to buildings to facilitate access.
- Provision of specialised equipment and technology.
- Special transport services.

When considering the enrolment of a student with a disability, all these provisions should be considered. The decision on where to enrol a student with a disability, and with what level of support, will depend on a number of factors, including the student's educational needs, the expressed desires

of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

In many situations it will be possible to enrol a student with a disability at the desired school with the necessary level of specialist support. In some circumstances the level of support required, or the specialist nature of that support, will necessitate alternative enrolment options being provided.

In each case, when a student with a disability presents for enrolment, it is the responsibility of the principal to ensure that an appraisal of the student's education needs is carried out. For some students appraisal will have occurred as part of a planned transition process. For others, the appraisal will take place at the time enrolment is sought.

Appraisals will involve parents or caregivers and will entail consideration of the students' support needs in areas such as curriculum, mobility, social skills, personal care and communication. It will often involve consideration of supporting documentation from medical practitioners and other health and education professionals. School Education Area (SEA) special education consultants are available to assist in this process, in particular, to identify the resources which may be available to support the enrolment.

Requests for enrolment in special classes or at a special school are considered by a SEA placement panel. The Special Education Handbook for Schools contains descriptions of services available, eligibility criteria for access to services and procedures to be adopted in enrolling students with disabilities.

ENROLMENT OF STUDENTS WITH DISABILITIES

Definition

A student with sensory, physical, psychological or intellectual impairment, which causes a significant loss or reduction in the ability to participate in a regular educational program, is defined as having a disability.

Principles

Every student with a disability must be able to attend their regular neighbourhood school where it is possible, practical and in the best interests of the student.

The Principal is the officer responsible for making an offer of enrolment to the parent after consideration of the Integration Policy and the availability of resources to support enrolment.

In cooperation with the Special Education Consultant, the School Counsellor and the concurrence of the parent/caregiver the Principal will:

- Obtain any information/report recorded with Department of Education & Training.
- Obtain any appropriate information from other agencies.
- Use all available sources and personnel to make an assessment of the student's educational level and needs.
- Discuss the implications of the enrolment with teaching and SASS staff giving attention to:
 - the nature of the student's disability and requirements.
 - availability of resources, facilities and support services.
 - the school organization required to meet the child's educational and personal care needs.
- Discuss with the School Education Director and the Special Education Consultant the appropriateness of the school's resources and what support from State Integration is available.
- When the above procedures are complete the principal will arrange a meeting with the parent/caregiver to consider all matters pertaining to the enrolment including;
 - views of the parent/caregiver as to the child's needs or regular school placement.
 - capacity of the current and/or available resources to meet the needs of the child.

DECISIONS

When the decision is made to enrol the child the Principal must;

- Ensure that all necessary support services and facilities are available and so advise the parents.
- Discuss the enrolment with the School Education Director and Special Education Consultant.
- Advise the parents/caregiver that there will be a regular review, involving them, of the appropriateness of the child's continued enrolment.

The Principal, in consultation with the appropriate members of staff, support personnel and parents/caregivers, will monitor the students' progress and advise the School Education Director annually of the appropriateness of the enrolment

ENROLMENT OF NON-AUSTRALIAN CITIZENS

Education is compulsory for non-Australian citizens between the ages of six and fifteen holding a visa granting them permanent resident status. For non-Australian citizens holding a temporary visa, enrolment is only for that period specified on the visa.

SHORT TERM ENROLMENT

Where a student is enrolled for a period less than a term:

- The student should not be enrolled but regarded as short attendance.
- The home school maintains the child on their register notifying that the child is attending another school.
- The host school must keep a record of attendance and notify the home school at the end of the stay.

SUPPORTING DOCUMENTS

- Enrolment of Students in Government Schools August 1997
- Our School Feeder area
- Family Law Related Issues in Schools and TAFE NSW
- Legal Bulletin 43 Enrolment of Students in Government Schools
- Legal Bulletin 40 Collection, use and disclosure of information about students with a history of violence.

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