



# Enrolment Procedures

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## 1. Introduction

In NSW, students are entitled to be enrolled at the government school that is designated for the intake area within which the student's home is situated and that the child is eligible to attend.

This procedure has been developed in accordance with the NSW Department of Education 'Enrolment of Students in Government Schools Summary and Consolidation of Policy 1997'.

## 2. Objective

The Enrolment Procedures seek to ensure that every eligible local student has a place for enrolment if he or she chooses to attend this school.

All NSW government schools each have an enrolment ceiling, capping the number of students able to be enrolled at any given time. The enrolment ceiling serves to cater for local demand, to ensure local students needs are prioritised. The enrolment ceiling for Glenreagh Public School is 102.

An additional enrolment buffer exists to meet occasional spikes in local student numbers, and/or to accommodate local students arriving throughout the year. The enrolment buffer for this school is 10.

## 3. Local enrolments

A copy of maps and street boundaries indicating the capture area for local enrolments are available on our school web page or through the school office.

Documentation is required when making application to enrol at this school. This may include council rate notices, accounts for electricity, gas or water, telephone bills, lease documents or electoral enrolment confirmation.

## 4. Non-local enrolments

A separate application form is required if parents seek non-local enrolment. Non-local enrolments will be accepted based on assessment against the criteria specified below and the availability of permanent classroom accommodation.

No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements. Places in the enrolment buffer cannot be offered to non-local students. Where non-local placements exceed availability of positions, the school has established a placement panel to consider and make recommendations on all non-local enrolment applications. The panel will convene as required.

A written application on the out of intake area application form must be completed addressing the following Non-local Enrolment Criteria (Not in any order of priority):

- Medical reasons e.g. Access to specialist local medical services
- Disability e.g. Wheelchair access
- Siblings e.g. Other siblings already enrolled at the school
- Compassionate (exceptional circumstances)
- Proximity and access to the school
- Safety and supervision of the student before and after school

When parents are addressing the criteria, reasons should be clear and concise, specifically proving the case for enrolment of the student, to the placement panel. Once received, the panel will evaluate the application and make a recommendation to accept or reject the application based against the criteria.

Appropriate documentation relating to the criteria should be included as the placement panel will base their decision on this information. Applications are often rejected based on insufficient documentation and an inappropriate case.

- Oral or other submissions will not be accepted.
- Applications containing false or misleading information will be rejected.

## 5. Waiting lists

Waiting lists may be established for non-local students. Waiting lists are current for one year.

## 6. Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter cannot be resolved it will be referred to the Director, PSNSW Coffs Harbour for a determination.

The purpose of the appeal is to determine whether the stated criteria has been applied fairly.

## 7. Kindergarten enrolments

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before July 31st. Documentation including birth certificate or passport, and immunisation certificate is required on enrolment. Parents who do not have their child immunised will be required to keep their child at home during an outbreak of a vaccine-prevented disease.

Whilst it is the intention that the child be enrolled at the beginning of the year, parents who choose to enrol eligible children after the beginning of the school year may do so up to the end of term two. The Principal will enrol in kindergarten, students on transfer and children reaching statutory age of six years old.

Early entry to school for students who are intellectually gifted and talented will be offered. The school counsellor will conduct a comprehensive assessment process with input from the child's parents.

## 8. Special consideration

The department makes reasonable adjustments so students with a disability can apply for enrolment on the same basis as students without a disability.

In enrolling a student, the department determines if there is a need to provide additional support for the student, including assessment of:

- health, safety, and other risks arising from the student's past behaviour
- any disclosed wellbeing needs of the student
- any adjustments for students with a disability
- any history of unsatisfactory attendance (when the student has been enrolled in another school)
- any disclosed health needs including whether or not the student has previously required an emergency response
- any disclosed learning needs and other special circumstances (such as whether the student was bullied at a previous school).

When enrolling a student, the Department may need to make additional enquiries where a student has been absent from the NSW system for a period of time, the enrolment background is unclear or where the student has been overseas, and records are unavailable.

## 9. Refusal of enrolment

The Principal may refuse enrolment of a student on the grounds of previously documented violent behavior, if there is evidence that the child has not learnt the appropriate skills to manage his/her behaviour.

## 10. Negotiated part-time attendance plan

The Principal may need to implement a negotiated part-time attendance plan to support a child's transition into the school. It may allow time for support structures to be implemented for ease of transition. Supports may include physical, medical, social and emotional.

A negotiated attendance plan must be agreed to by the Director, PSNSW Coffs Harbour before the plan is put in place.



## APPLICATION FOR NON-LOCAL ENROLMENT

### *Student Information*

Family Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Given Name(s): \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Parent/carer name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Current school: \_\_\_\_\_

Current scholastic year (K-6): \_\_\_\_\_

### *Non-local school placement request*

Proposed scholastic year (K-6): \_\_\_\_\_ Proposed date for enrolment: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria (as below), and attach supporting documentation:

- |  |   |
|--|---|
| <input type="checkbox"/> Medical reasons         | <input type="checkbox"/> Compassionate                              |
| <input type="checkbox"/> Disability              | <input type="checkbox"/> Proximity and access to the school         |
| <input type="checkbox"/> Siblings at this school | <input type="checkbox"/> Safety and supervision before/after school |

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Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **School use only**

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Places available: \_\_\_\_\_

Parents advised on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Designated local school: \_\_\_\_\_

Notes: \_\_\_\_\_

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