KAREELA PUBLIC SCHOOL

ENROLMENT POLICY

Introduction
This Policy has been developed in consultation with the school community and is drawn from Departmental Guidelines ‘Enrolment of Students in Government Schools August 1997’:

Legislative Context
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.

In brief, 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 of the student to ensure that these obligations are fulfilled.

General Principles Governing Enrolment
- A student is considered to be enrolled when an enrolment form has been completed by one or both parents, the name is placed on the OASIS system and the student presents for enrolment.
- A student can be enrolled in one school only, at any given time.
- Children are entitled to be enrolled at the public school that is the zoned designated area for their residence.
- Parents may seek enrolment at the school of their choice.
- School local areas are determined by the Department of Education and Training through a process involving the District Superintendent and the Properties Directorate.
- 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 that 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 policy and criteria should be expressed in plain English and community languages, where necessary. It should be made clear what consideration will be given to each criteria.

Kindergarten Enrolment
The principal will advise the school community of the enrolment arrangements. 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 kindergarten is to commence in the first week of the school year.

References: ‘Enrolment of students in government schools’ August 1997
The Education Reform Act 1990
The Public Health (Amendment) Act 1992
Guidelines for Accelerated Progression, Board of Studies, NSW, 1991
The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child’s immunisation status on enrolment. Parents have the right of not having their children immunised. However, under the Public Health (Amendment) Act 1992, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.

Parents will also need to provide proof of address on enrolment of all local area applications.

**Early Enrolment of Students who are Gifted and Talented**

The principal may decide that early entry to school of a student who is intellectually gifted and talented is appropriate to meet the student’s educational, social and emotional needs. When a student is considered for early entry to kindergarten, the school should carry out an extensive evaluation of intellectual functioning, academic skills and socio-emotional adjustment. This should be undertaken by the school counsellor or a registered psychologist. Those considering early enrolment may note that a review of research reveals a consensus that, for successful outcomes, a child should be within 6 months of the approved entry age. (Guidelines for Accelerated Progression, Board of Studies, NSW, 1991)

**Discrimination in Enrolment**

In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

**Enrolment Ceilings**

The school's enrolment ceiling is 400 students. This is based on the availability of 16 permanent classrooms.

**Enrolment Buffer**

No additional accommodation (permanent or demountable) will be provided by the DET to cater for increased enrolments resulting from non-local placements.

Within the enrolment ceiling, a buffer will be determined, by the principal and staff, to accommodate local students arriving throughout the year. The buffer will be established at the start of the year as class structures are being organised. 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. This buffer will be within 2%-5% of the school’s enrolment ceiling of 400.

Except for enrolments at the commencement of the school year, non-local placements will not generate demand for extra staff or create disruption to school organisation and routine.

**Placement Panels**

Where demand for non-local places exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The panel will comprise the principal, at least one staff member (other than the principal), and one school community member nominated by the school's parent organisation. The panel will be chaired by the principal who will have a casting vote.

The development of criteria for the enrolment of non-local students will be the responsibility of the placement panel. The criteria will be consistent with the general principles governing enrolment stated above.

References: ‘Enrolment of students in government schools’ August 1997
The Education Reform Act 1990
The Public Health (Amendment) Act 1992
Guidelines for Accelerated Progression, Board of Studies, NSW, 1991
In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions. The decisions made by the placement panel must be made within the context of the agreed enrolment ceiling, class structures and the buffer retained for local students arriving later in the year. The placement panel will record all decisions, and minutes of meetings are to be available, on request by the Education Director.

**Non-Local Enrolment Applications**

- The school will maintain a buffer as outlined above.
- The school will consider non-local enrolments that will maintain the least number of combined classes.
- Priority for acceptance of non-local enrolment will be:
  - Kindergarten enrolments with priority given to siblings of children already attending Kareela Public School.
  - For children where travel arrangements to Kareela Public School are safer than travel to the child’s local school.
  - For children with child care arrangements where a relative or carer (under special circumstances) cares for the children.
  - Other special circumstances.
- Non-local enrolment offers will be made after consideration of the above criteria.
- Where the above criteria do not distinguish between applications, offers will be made after an interview with the child, parent and the placement panel.
- Offers of non-local enrolment will be made by letter requiring the parent to notify the school of acceptance, or decline, within seven days.

The principal will ensure that the established criteria are applied equitably to all applicants.

**Waiting Lists**

Waiting lists will be established for non-local students if demands for placements exceed availability. Parents will be advised if their child is to be placed on a waiting list and his or her position on it.

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. 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.

**Short Term Attendance**

Where a student enrolled at another school needs to attend Kareela Public School for a short period of time the student will be regarded as short-term attendance. The minimum period for this is 10 school days. These students will not be entered on the register of Kareela Public School. The home school should maintain the student's name on the attendance register with information of attendance provided by Kareela Public School at the end of the stay, or the end of each term.
NON-LOCAL PRIMARY SCHOOL PLACEMENTS

INFORMATION FOR PARENTS

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

Priority for enrolment will be given to students entering kindergarten. Places may also be available for students in years 1-6.

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 students before and after school, and on vacation
- 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 to the availability of classroom space. This means that some schools may not have room 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 a 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.