Newtown North Public School Enrolment Policy

This policy is to be read in conjunction with Enrolments of Students in Government Schools: A Summary and Consolidation of Policy. Department of Education & Training, August, 1997

Local Area: This is the area from which students are drawn from for enrolment. Please see Appendix A.

**General Principles Governing Enrolment**

- A student is considered to be enrolled when an application for enrolment form has been completed by one or both parents or caregivers, the name is placed on the OASIS/ERN system and the student presents for enrolment.
- A student can only be enrolled in one school at any given time.
- Children are entitled to be enrolled at the public school that is zoned as the designated area for their residence i.e. “local area”.
- Parents may seek enrolment at the school of their choice.
- The requirements of Occupational Health and Safety will be considered before any student is enrolled into the school.
- The local school area is determined by the Department of Education and Training through a process involving the School Education Director 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 the local school if they choose 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 the 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 translated into other 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 5 years of age on or before 31st July in that year. Documentation providing proof of age, such as a birth certificate or passport, is required prior to enrolment. The enrolment of eligible children in Kindergarten is to commence within the first week of the school year. The Public Health Act (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 Act (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.

**Non-Local Enrolment**

**Enrolment Ceiling:** Each school establishes an enrolment ceiling, based on available permanent accommodation. The available permanent accommodation of this school is 11 classrooms. Using the current Staffing Formula, the enrolment ceiling is approximately 265 students.

**Enrolment Buffer:** Historically, the school has enrolment fluctuations of about 5% of the February enrolment. The Enrolment Buffer will be determined each year as this percentage of the February enrolment figures. Places in this buffer are not to be offered to non-local enrolments. The school will maintain a buffer zone of 8 to 10 places below the number that would create the need for additional accommodation.

**Determining non-local enrolment offers:**

Our enrolment policy focuses on taking in area students from within our current boundaries. To check the school boundaries you are in, click on the following link http://schoolzones.net.au/nsw/schools/newtown-north-public-school/

As you will be aware there is rapidly growing population in our school and in those primary schools in our surrounding area. Siblings of current out of area students will be accepted, but this may not be possible in the future.
We will continue to keep you updated with regards to out of area placements. Out of area placements will be considered by our school panel. We will consider special circumstances for out of area placements including:

- Parent disability and siblings acting as carers
- Out of home care students
- Access availability for disabled students
- Exceptional circumstances

**Applying for non-local enrolment**

Parents seeking out of area placements need to fill out an “out of area” application form available from the school office or by emailing the school newtownnorth@gmail.com

- Parents seeking non-local enrolment will be invited to meet with the principal or her delegate.
- Where demand for school places exceeds availability a Non-Local Enrolment Reference Group will be formed. The Non-Local Enrolment Reference Group will comprise the Principal (Convenor), a staff member and parent representative(s) nominated by the P & C Association. The group will act in an advisory capacity to the school principal using the three selection criteria to assess individual cases. The reference group will consider only those matters presented on the application form.
- Offers of non-local enrolment will be made by letter requiring the parent to notify the school of acceptance or otherwise within 7 days.
- Unsuccessful non-local applicants will be placed on a waiting list and advised in writing if a place becomes available.
- Where a parent wishes to appeal the decision of the Non-Local Enrolment Reference Group, the appeal should be made in writing to the Principal.
- The Principal will seek to resolve the matter. If the matter is not resolved the School Education Director will consider the appeal and make a determination in consultation with the relevant Principal(s) as necessary.

**Waiting Lists**

Waiting lists may be established for non-local students. Parents will be advised in writing if their child is to be placed on a waiting list and their place on the list. The size of the waiting list will reflect realistic expectations of potential vacancies. Waiting lists are current for one year only.

**Early Enrolments of Students who are Gifted and Talented.**

The Principal may offer early entry to school for a student in accordance with the Guidelines for Accelerated Progression, Board of Studies, (Revised 2000). A copy of the guidelines is available from the school or accessed online at [www.boardofstudies.nsw.edu.au/manuals/pdf_doc/accelerated_guide.pdf](http://www.boardofstudies.nsw.edu.au/manuals/pdf_doc/accelerated_guide.pdf)

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.

**Transfers**

Children presenting for enrolment who have been enrolled previously in a government or non-government school, interstate or New Zealand may be enrolled at the school at any time if they are local enrolments.

**Students with Learning Disabilities**

The decision to enrol a student with a disability will depend on a number of factors. It is the Principal’s responsibility to ensure that an appraisal of the student’s educational needs is carried out. Procedures as detailed in the Special Education Handbook for Schools are to be adopted for enrolling students with disabilities.

**Refusal of Enrolment**

The Principal may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour.

**Enrolment of non-Australian Citizens**


**Short-term Attendance**

Where a student enrolled at another school needs to attend North Newtown 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 North Newtown Public School. The home school should maintain the student’s name on the attendance register with information of attendance provided by North Newtown Public School at the end of the stay, or the end of each term.

Tracey Cronley  R/Principal Newtown North Public School