

PORT KEMBLA PUBLIC SCHOOL

ENROLMENT POLICY



This policy covers all enrolments according to the Department of Education: *Enrolment of students in Government Schools. A summary and consolidation of Policy.*

Guidelines:

1. School administration staff issue the parent/carer with an enrolment form. If the parent/carer is seeking a non-local enrolment, a “Non-local enrolment application” will also be issued.
2. Enrolment form needs to be returned to the school with copies of:
 - a. the child’s birth certificate
 - b. the Immunisation History Statement, which can be accessed through Australian Immunisation Register
 - c. the parent/carer’s proof of address.

In addition, if applicable, copies of any family law or other relevant court orders should accompany the enrolment form. If a child has health, disability or other support needs, copies of medical/health care or emergency action plans will need to be provided. Evidence of any disability or learning and support plans are also useful.

3. The principal/executive teacher or designated staff member completes the checklist on the “*Application to enrol in a NSW Government School*” form. The principal/executive teacher will seek any further information or documentation required and conduct an interview with the parent/carer, if necessary, before approving enrolment.

General Principles Governing K-6 Enrolment

According to the Department of Education Reference guide for Primary schools:

- Parents/carers are entitled to seek enrolment for their child at the designated local primary school for which the child is eligible to attend.
- Parents may seek to enrol their child in the school of their choice although they should realise that they have priority only in their designated local primary school.
- A placement panel formed and chaired by the principal, will consider non-local enrolments. The panel will also include a staff member and a parent representative.
- Decisions will be made in accordance with specified 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, immunisation history and proof of address, 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 to choose not to have their child 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.

Early Enrolments 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 a comprehensive 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.)

Criteria for non-local enrolment applications K-6

The placement Panel will consider factors such as:

- if the child has a sibling currently attending the school
- the availability of appropriate staff and classroom accommodation. The school will maintain a buffer of approximately 10 places below the number that would create the need for additional classrooms
- consultation with the local school principal
- medical reasons
- compassionate circumstances (supported with documentation).
- safety and supervision before and after school.
- proximity and access of school.
- the principal will ensure that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decisions of the placement panel in writing
- where a parent wishes to appeal 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 the Director Educational Leadership will consider the appeal and make a determination. The Director Educational Leadership will consult with the relevant principals as necessary.

To check for a designated local school, the following website can be consulted:

education.nsw.gov.au/school-finder/index