

# PORT KEMBLA PUBLIC SCHOOL

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## ENROLMENT POLICY



This policy covers all enrolments according to the Department of Education: *Enrolment of students in NSW Government Schools. A summary and consolidation of Policy; General Enrolment Procedures – Implementation document for Enrolment of Students in NSW Government Schools policy 22<sup>nd</sup> July 2019.*

### **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. At the principal’s discretion, a 100 point residential check may be required in order to establish a child’s entitlement to enrol in the school (*General Enrolment Procedures – Implementation document for Enrolment of Students in NSW Government Schools policy, 22<sup>nd</sup> July 2019*).

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, if that school’s current enrolment sits below the school’s assigned buffer. If the school’s current enrolment does sit below the assigned buffer and there are non-local enrolment applications, a placement panel will be formed to consider these applications (see below for information with regard to enrolment caps, enrolment buffers and non-local enrolments).

### **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 31<sup>st</sup> 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.)

### **Non-local enrolment procedures**

As of Term 4 2019, all schools have had an enrolment cap that has been centrally established based on the number of permanent classrooms at each school and have determined an enrolment buffer. The buffer will be reviewed annually by the principal and the Director, Educational Leadership:

- the cap for enrolments at Port Kembla Public School is set at **231**.
- the buffer for enrolments at Port Kembla Public School is currently determined at **215** (this buffer sets aside places for the enrolment of local students arriving throughout the year).

This means that non-local enrolments will not be accepted whilst ever the current enrolment figure is above the buffer. If the current school enrolment sits below the buffer, a placement panel will be formed consisting of an executive staff member to chair the panel, at least one teaching staff member nominated by the principal and a representative approved by the school's P&C committee. All members of the panel will be asked to declare that they have no conflict of interest when considering applications. Applications for non-local enrolment will be made on a case-by-case basis and where an exceptional circumstance exists, will be directed to the Director Education Leadership for approval.

### **Criteria for non-local enrolment applications K-6 when enrolments are below the buffer.**

The placement Panel will consider factors such as:

- siblings already enrolled at the school
- proximity and access to the school
- medical reasons
- safety and supervision before and after school
- compassionate circumstances (supported with documentation)
- structure and organisation of the school
- recent change in local intake area boundaries.

Criteria will not include student ability, performance or achievement. Priority should be given to siblings of currently enrolled students, where possible.

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](http://education.nsw.gov.au/school-finder/index)***