



Shortland Public School

We are proud of ourselves, our achievement and our school.

Shortland Public School Implementation Procedures for the Enrolment of Students in Government Schools Policy.

This document describes the practices to be undertaken by Shortland Public School based on the DoE policy: Enrolment of Students in Government School which can be found at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools-a-summary-and-consolidation-of-policy>

Rationale

- * A student is considered to be enrolled when he or she is placed on the admission register of a school.
- * A student should be enrolled in one school only at any given time.
- * Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.
- * Parents may seek to enroll their child in the school of their choice, depending on availability.
- * School local areas are determined by the Department of School Education through a process involving consultation between the Properties Directorate and the district superintendent.
- * 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 which 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 in community languages where necessary. It should be made clear what consideration will be given to each of the criteria.

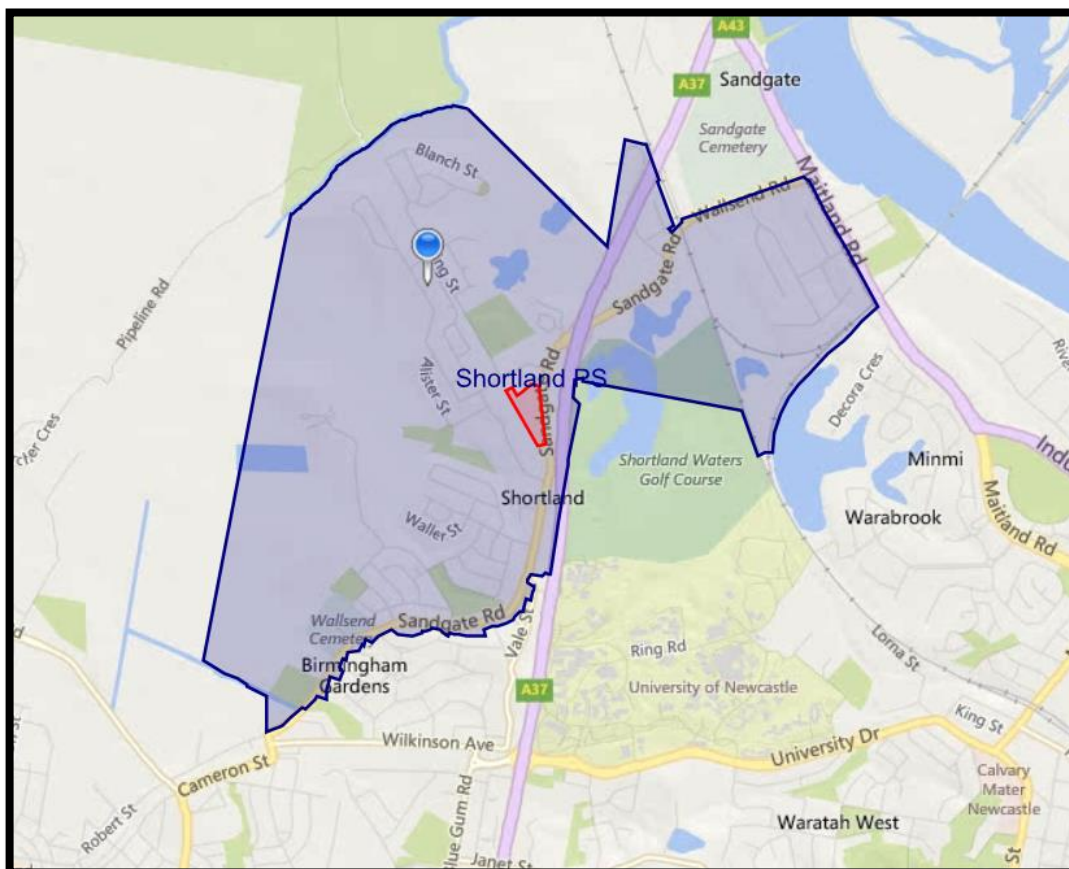
Guidelines:

- Parent will make contact with the school to leave their contact details and interest in enrolment and await further contact.
- An interview by the principal or delegated executive member may be held to determine any special needs or requirement. The prescribed form of application should be completed by the parent or guardian when a child is presented for enrolment. The form is an official document and will be stored securely.
- Proof of the child's age should be produced- birth certificate or passport. Parents enrolling a child from overseas should produce a passport. Children who will attain the age of five years, prior to 1st August in a particular year, may be enrolled at school at the beginning of that school year.
- All parents enrolling children must produce proof of address and immunisation status. See NSW Health guidelines regarding procedures for a child who is not immunised.
https://education.nsw.gov.au/policy-library/related-documents/V03_pd02_06_enrolment_of_students.pdf
- Every NSW Public School is required to determine their school enrolment ceiling annually. The enrolment ceiling is based upon the total permanent teaching spaces and their usage. Demountable teaching spaces are not considered for determining the enrolment ceiling. Shortland Public has 14 permanent teaching spaces, 3 of these are designated for Support Classes.
- To ensure that all students within the school intake area can be catered for each school is required to identify a buffer that is reserved for children within the intake zone based upon historical enrolment data and anticipated enrolments. Shortland Public School has an enrolment buffer of 24 positions that is reserved for In Zone Enrolments. This leaves a total of 289 enrolment positions available, 268 mainstream class positions.
- **Numbers are based on permanent classroom buildings only**

Class	Number	Capacity per class	Total students
Kindergarten	2	20	40
Stage 1	3	22 - 24	72
Stage 2	3	30	90
Stage 3	3	30	90
**Support Classes	3	7	21
TOTAL	14		313

**Placements subject to Department of Education panel procedures.

- Parents may seek to enrol their child in the school of their choice. When there is a restriction on enrolments, then the priority order will be:
 - Children living out of zone but with siblings already enrolled in the school.
 - Children living out of zone where accommodation is available and taking into account factors such as proximity and access to the school, the structure and organisation of the school, health, welfare or medical reasons, educational needs, safety and supervision of the students before and after school.
- A placement panel consisting of the principal or nominated executive teacher, a teacher and a community or parent representative will make decisions where demand for non-local places exceeds availability. The principal will have the casting vote.
- No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local enrolments. Within the ceiling, a buffer has been determined for each grade to accommodate local students arriving throughout the year. The size of the buffer is based on historical data of local students. Places in the buffer are only for local students and cannot be offered to non-locals.
- If a parent or guardian wishes to enrol a child with special needs a risk assessment is undertaken to determine what resources are needed so the school can effectively meet the needs of the child.
- This policy will be reviewed annually and endorsement sought by the school community (P&C forum) by the end of Term 1 each year.



Kindergarten Enrolment

The principal will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children, including the policy on immunisation.

Children may enroll 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 the Kindergarten year is to commence within the first week of the school year.

The principal is to ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children.

The principal will advise parents of individual's time for kindergarten students to have Best Start testing in week one and/or two of the school year.

In larger schools the principal may plan for the enrolments to occur over a number of days with all Kindergarten enrolments being completed by the end of week two of the school year.

Whilst it is the intention that children 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 2.

The principal will enrol in Kindergarten, students on transfer and children reaching the statutory age of six years.

Refer to Memorandum to Principals 86.205, *Kindergarten Enrolment: Policy Change*, 30 September 1986.

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment in schools, pre-schools and child care centres.

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. Refer to Memorandum to Principals 93.016, *Public Health (Amendment) Act 1992 Immunisation: Children Entering Kindergarten*, 21 April 1993, available from Student Welfare Directorate.

Enrolment of Students with Special Learning Needs

Students with Disabilities

The Department of School Education provides a range of services and resources to support the education of students with disabilities. These include:

- targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes
- special classes within regular schools
- special schools
- modifications to buildings to facilitate access
- provision of specialised equipment and technology
- special transport services.

When considering the enrolment of a student with a disability, all these provisions should be considered.

The decision on where to enrol a student with a disability, and with what level of support, will depend on a number of factors, including the student's educational needs, the expressed desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

In many situations it will be possible to enrol a student with a disability at the desired school with the necessary level of specialist support. In some circumstances the level of support required, or the specialist nature of that support, will necessitate alternative enrolment options being provided.

In each case, when a student with a disability presents for enrolment, it is the responsibility of the principal to ensure that an appraisal of the student's educational needs is carried out. For some students appraisal will have occurred as part of a planned transition process. For others, the appraisal will take place at the time enrolment is sought.

Appraisals will involve parents or caregivers and will entail consideration of the student's support needs in areas such as curriculum, mobility, social skills, personal care and communication. It will often involve consideration of supporting documentation from medical practitioners and other health and education professionals. District special education consultants are available to assist in this process, in particular, to identify the resources which may be available to support the enrolment.

Requests for enrolment in special classes or special schools are considered by a district placement panel.

The *Special Education Handbook for Schools* contains descriptions of services available, eligibility criteria for access to services and procedures to be adopted in enrolling students with disabilities.

Enrolment of Non-Australian Citizens

Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).

Education is compulsory for non-Australian citizens between the ages of six and fifteen holding a visa granting them permanent resident status and New Zealand citizens holding current New Zealand passports. Outside these ages they may enrol under the same conditions as Australian citizens.

Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions as outlined below:

- * Temporary Residents

The temporary resident visa allows for the enrolment on a temporary basis of school aged students in a New South Wales government school. Enrolment is only for the period specified on the visa.

Refusal of Enrolment

Principals 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.