Enrolment Policy
K-6 Mainstream Classes

Departmental Policy References: Enrolment of Students in Government Schools: A Summary and Consolidation of Policy. It contains the general principles and procedures by which students will be enrolled at Kemblawarra Public School.

Rationale:

Parents may seek to enrol their children at the school of their choice; however schools must ensure that every eligible local child has a place at their local school if required.

A student should be enrolled in one school only at any given time and is considered to be enrolled when placed on the admission register (ERN).

Aims of the Program:

* Every child must have a place in his/her local school if required.
* Public schools will not enrol children from another local public school without
  o contacting the other principal
  o referring them back to the previous school

Local Enrolment

Residence refers to the address of the legal guardian with whom the student lives for the majority of the time. It does not refer to another member of the family, such as a grandparent. At the time of application the student must already be living in the school’s drawing area. When parents submit their “Application to enroll in a NSW Government school” form they are to provide the following documents:

• Birth certificate or identity documents (not needed if currently enrolled in a NSW government school)

• Transfer certificate (if transferring from another NSW government school, except for those students moving from Year 6 to Year 7)

• Immunisation history statement (only required for students enrolling in primary schools for the first time)

• Court order (if applicable)

• Principals can seek any information they consider to be of assistance in determining eligibility for local enrolment. Such evidence includes; council rate notices, accounts for electricity, gas or water, telephone bills, lease documents or electoral enrolment confirmation, social services documentation, child support documentation. A minimum of four pieces of evidence will be required.
All documents must be current and the originals will need to be sighted prior to a place being offered. Documents issued more than 12 months ago (eg. a passport issued in 2007) will not be accepted. A driver’s licence will not be accepted.

In addition:

- Sometimes people state they are living with others in circumstances where there are no formal lease arrangements in place. In these situations, principals can ask the prospective student/parents for a statutory declaration in which the person confirms his or her residential address and that it is to be his or her place of residence during the school year.

- Principals can also ask the parents and or student for a statutory declaration from the "landlord" confirming the arrangements that are in place and his or her understanding the person intends to reside there during the school year.

- Where a child is to be living with relatives/friends both the child’s parents and landlord are to provide a statutory declaration confirming the tenancy or other living arrangements. A formal statement of transferred guardianship may also be required in this circumstance.

- Statutory declarations declaring relationship between applicant and “landlord” (contact details of landlord will be requested) will be considered one piece of evidence of residence. An additional three pieces of evidence for proof of residence are required.

- Applicants and “landlord” are to be reminded that it is an offence under the Crimes Act to provide a school with false information so as to gain enrolment as a local enrolment and thus bypass the out of area process.

The Application to Enrol in a NSW Government School (2nd edition) requires the applicant to declare the information provided is correct. It also makes it clear the provision of false information can result in the enrolment being reversed. Any decision to reverse an enrolment needs to take into account the specific circumstances of the matter. Any decision to reverse an enrolment in these circumstances should only be made with the approval of the relevant Regional Director.

If a person provides materially false or misleading information to a school when making an application for enrolment, this is an offence which has a penalty of up to 2 years imprisonment, $22,000 fine or both - section 307B of the Crimes Act 1900.

If a person provides a statutory declaration he or she knows to be false, for the purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment - section 25A of the Oaths Act 1900.

Definitions:

- **Ceiling**: Kemlawarra Public School has 2 preschool classes, 3 special education classes and 3 K-6 mainstream, multi-age classes

- **Census**: The census is that return of enrolment numbers, which is sent in at the beginning of each year from which staffing numbers are allocated, and class structure determined.

- **Buffer**: The buffer is to allow sufficient places for local families to enrol in Kemlawarra Public School.

- **Local Enrolment**: Children living within the drawing area of Kemlawarra Public School.
Procedure:

Enrolment Ceiling

The school's K-6 mainstream enrolment ceiling at this time is dictated by the Staffing Formula, and will be in the range of 52-70 students with an entitlement of two (2) permanent teachers and a Teaching Principal which allows for the formation of three (3) multi-age, mainstream classes. An actual calculation will be made at the end of November each year when considering new enrolments for the following year, and then it will be recalculated when necessary. Once the department has determined the actual staffing formula for any given year no additional staffing is allocated to a school and no additional accommodations are allocated to cater for increased enrolments resulting from non-local placements.

Class Sizes:

In accordance with the current staffing allocation, the staffing formula and the policy of the NSW Teachers’ Federation and in recognition of the local emergency housing and the resulting student transiency as well as the wide range of ages in the two middle to upper primary classes, approved class sizes to accommodate up to 70 students will be within the following limits:

Kindergarten/Year 1: 20 students + a buffer place for 1 student

Year 1/2/3: 22 + a buffer place for 1 student

Year 3/4/5/6: 24 + buffer places for 2 students

Preschool: Maximum of 20 children in each class per day with a buffer made for the enrolment of Aboriginal students.

Placement into one of the 3 Special Education classes is made by a Regional Panel after the submission of an Access Request application.

Enrolment Buffer

From the date of forming classes no non-local students will be accepted once the number of students in a given class has reached the class size as above.

Non - Local Area Placement Panel

The number of students a school may enrol is limited by the number of permanent teachers allocated to it and the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodating local children. To avoid disappointment parents should check that there are vacancies before applying.

When applications for Non-Local Area Placements are received a Placement Panel will be formed consisting of the Principal, one other staff member and a parent representative endorsed by the School P&C.

The Non-Local Placement panel consists of:

- Principal
- Staff Representative
- Parent Representative

The Non-Local Placement panel meets during Term 4 each year to consider the:
Enrolment Policy

Enrolment relating to the new Kindergarten intake

The Non-Local Placement panel meetings may be called if and when necessary during the year to consider specific application/s that may not meet the current policy guidelines.

Criteria for Non-Local Enrolment

When enrolment vacancies exist, Non-Local Placements may be made for children whose Parent(s)/carer(s) cite any of the following reasons:

☐ Sibling presently enrolled at Kemblawarra Public School
☐ Parent works at Kemblawarra
☐ Supervision of the child before and after school by a relative who lives locally
☐ Travel arrangements
☐ Special needs
☐ Extenuating circumstances

The Principal considers each enrolment vacancy based on reasons stated on the Non-Local Placement Application Form. The Principal must contact the school attended by the out of area student and obtain a detailed report regarding behaviour and academic progress before the panel makes a final decision.

Out of area enrolment is dependent on:

☐ Ability of the school to accommodate the enrolment in permanent accommodation
☐ A vacancy being available in the grade sought (a buffer of places will be reserved for possible ‘local’ enrolments throughout the year)
☐ Recommended NSW DEC staffing formula

Waiting Lists for Applicants for Non-Local Enrolment

Where non-local enrolment applicants exceed available places, prospective students not accepted for enrolment will be placed on a waiting list. The Placement Panel will determine the order of students on the waiting list.

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, it may be referred to the School Education Director to determine if the stated criteria have been fairly applied.

Enrolment of Kindergarten Students

Children may be enrolled in Kindergarten at the beginning of the school year if they turn five years of age by 31 July of that year. Documentation providing proof of age is required. Enquiries for kindergarten enrolment may be made during school hours. Applications for enrolment will be accepted from the commencement of Term 1 of the year prior to enrolment. The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child’s immunization status on enrolment at school. Parents have the right of not having their children immunised. However, in the event of an outbreak of a vaccine preventable disease, children who are not immunized will be required to remain at home for the duration of the outbreak.
During November, the out of area committee will review applications to determine placement positions offered.

**Early Enrolment of Students who are Considered to be Gifted and Talented**

When a student is being considered for early enrolment in Kindergarten, the school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This will be undertaken by the school counsellor and may incorporate advice from registered psychologists. Input from the student's parents will also be considered. A review of current research reveals a consensus that, for successful outcomes, a child should be within 6 months of approved entry age.

**Enrolment of Students with Special needs**

Enrolment applications for students with special needs will be considered within the context of the school's capacity to meet those needs, specifically through:

- availability of funding, specialist teachers and consultancy services
- modification of buildings and/or facilities
- provision of specialised equipment
- access to special transport services.

The decision 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 school to provide the above support services and the availability of appropriate support services in alternative locations.

An appraisal of the student's needs will be carried out by the principal, in consultation with parents and caregivers, the school counsellor, relevant district special education support staff and other educational, health or medical professionals as determined appropriate.

**Enrolment of Non-Australian Citizens**

Non-Australian citizens will be enrolled in accordance with the procedures set out in *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*.

**Transfer Applications**

Students transferring from another NSW Government school will be required to provide a relevant *Student Transfer Certificate*. If this is not provided the school will immediately seek such a certificate from the student's last known Government school attended.

**Short Term Attendance**

Students will be accepted for short term enrolment for reasons such as parents visiting the locality for a brief period or a student being involved in a special program. Short term enrolment periods will not exceed one term. Short term enrolments must be considered in the context of other relevant sections of this document.

**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 learnt the appropriate skills to manage this behaviour.
The principal has the delegated authority to refuse the enrolment of any out of area, international and age inappropriate student.

**Ratification**

This Policy has been developed in conjunction with the school community, staff and Eleanor Thompson, Principal.

December, 2012