



Blakebrook Public School

Enrolment of Students Policy

February 2018

Update due: February 2021

Background Legislative Context

The Government school system in New South Wales exists to provide high quality education for all students. The *Education Reform Act 1990* outlines the objectives of education and the legal requirements for compulsory schooling.

In brief, the legislation requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

General Principles Governing Enrolment

- A student is considered to be enrolled when he or she is placed on the enrolment register of a school.
- 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 enrol their child in the school of their choice.
- School local areas are determined by the Department of School Education through a process involving consultation between the Properties Directorate, the Director PSNSW.
- 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 staff and permanent classroom accommodation.

(All relevant department policies will apply)

Enrolment ceiling for four classes

Classes based on 2018 structure

Kinder	22 students
Year 1 & 2	26 students
Year 3 & 4	28 students
Year 5 & 6	28 students
Total	104 students

Terminology

Enrolment ceiling - an enrolment number based on available permanent classroom accommodation = enrolment + buffer.

Enrolment number – the enrolment spaces available to cater for anticipated local demand based on permanent classroom accommodation and availability of teaching staff = enrolment ceiling – buffer.

Enrolment buffer – the number of places kept to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students.

Placement Panels

Where demand for non-local places exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications.

Criteria for Non-local Enrolment Applications

Criteria include factors may include:

(Criteria are not listed in a priority order)

- Proximity and access to the school
- Siblings already enrolled at the school
- Medical reasons
- Safety and supervision of the student before and after school
- Special interests and abilities
- Compassionate circumstances
- Structure and organisation of the school

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they request it.

Waiting Lists

Waiting lists may be established for non-local students. Waiting lists are current for one year.

Appeals

An appeal against a decision of the placement panel should be made in writing to the Principal. The Principal will seek to resolve the matter at a local level. If the matter is not resolved, the Director PSNSW will consult with the Principal and school communities as necessary.

Responsibilities of the Principal

With regard to enrolment, the school Principal is responsible for:-

- Preparing an enrolment policy in consultation with the P & C
- Informing present and prospective members of the school community of our enrolment procedures
- Managing the school enrolments within the resources provided to the school
- Advising the Director PSNSW of enrolment and curriculum trends in the school
- Maintaining accurate and complete enrolment data
- Establishing an enrolment ceiling to cater for anticipated local demand
- Setting an enrolment number (a buffer) to cater for anticipated local demand during the year
- Establishing a placement panel when demand for non-local places exceeds available accommodation
- Documenting and informing parents and the school community of the criteria used when considering non-local enrolment applications
- Making decisions on non-local enrolments at the school level, wherever possible

Enrolling Students with Special Learning Needs

Students with Disabilities:

The Department of 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 specialized equipment and technology.
- Special transport services

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

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.

Immunisation – An Essential Guide to the New School Entry Requirements.

Parents have the right of not having their children immunised.

Memorandum to Principals 93.016, *Public Health (Amendment) Act 1992 Immunisation: Children Entering Kindergarten*, 21 April 1993.

Note: All relevant and associated Departmental Policies apply.