

# WOOLOOWARE PUBLIC SCHOOL

A community school providing learning for life in a caring environment



## Enrolment Policy



# Enrolment Policy

The public 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 of compulsory schooling. The legislation requires students between the ages of six and fifteen to be enrolled at a school and to attend school each day that instruction is provided. It is the duty of parents/carers to ensure these obligations are met.

## Guidelines

- A student is considered to be enrolled when she/he is placed on the ERN administration system.
- A student should only be enrolled in one school at any given time.
- A student is entitled to be enrolled at the Public School that is designated as the local drawing area within which the student's home is situated.
- Parents may seek to enroll their child in the school of their choice.
- The school's local drawing area is determined by the NSW Department of Education and Training involving consultation between the Assets Directorate and the School Education Director.
- A school is required to set an enrolment number to cater for anticipated local demand and to ensure that every eligible local student has a place at his/her local school if he/she chooses to attend it.
- A school is required to have a written Enrolment Policy which states the procedures for accepting non-local enrolments.

## Procedures

This policy has been developed in accordance with the NSW Department of Education and Training document '*Enrolment of Students in Government School: A Summary and Consolidation of Policy*' (1997). It contains the general principles and procedures by which students will be enrolled at Woollooware Public School. These procedures must also reflect the current Government '*Class Size Reduction*' Policy.

Applications for enrolment are to be made using the form '*Application to Enrol in a NSW Government School*'. Students transferring from another NSW Department of Education and Training school will be required to provide a '*Student Transfer Certificate*'. The Principal will contact the other school to check relevant details for the student and to clarify any issues regarding behaviour. Records for students transferring from non-government schools or from interstate will be requested from the relevant school prior to enrolment being finalised.

When applying to enrol their child at Woollooware Public School, no person will be discriminated against on the grounds of sex, age race, ethnicity, disability, sexual preference or marital status. All applications will be dealt with equitably.

## Local Drawing Area

The local drawing area for Woollooware Public School has been determined by the NSW Department of Education and Training. This is shown on the maps available in the school office.

Children living within the local drawing area will be enrolled in accordance with the policies of the NSW Department Of Education and Training. Parents must provide two examples of documentary evidence of their place of residence within the school's local drawing area. Evidence can be in the form of a rent or lease agreement, mortgage papers, council rates, a utilities account, Medicare or Centrelink details. A driver's licence will not be accepted as proof of a residential address.

Places will be kept open from the start of the school year to ensure access for children who move into the local drawing area during the year. The number of places will be based on historical data and predicted enrolment fluctuations. Places in this buffer will not be offered to non-local students seeking enrolments.

## Enrolment Ceiling

Woollooware Public School's enrolment ceiling is based on the existing permanent accommodation of 17 classrooms. The purpose of the enrolment ceiling is to maintain student/teacher ratio at a level which is beneficial to all students by following the NSW Department of Education and Training's recommended class size requirements. No additional accommodation,

either permanent or demountable, will be provided by the NSW Department of Education and Training to cater for increased enrolments resulting from non-local placements.

### **Non-Local Enrolments**

Applications for non-local enrolment will be considered when there are places available in the school. Non-local enrolments must not generate demand for extra staff or accommodation. When demand for non-local enrolments exceeds availability in a particular year, the school's Enrolment Committee will meet to consider these applications and to make recommendations on the order of priority for these applications.

Each year a ceiling will be set for non-local places offered to students in Kindergarten. This ceiling will take into account historical data and will ensure adequate places are held for local students. Once this is set, applications for non-local enrolment will be considered. Applications for non-local enrolments must be made in writing to the Principal. Non-Local Enrolment Application Forms will be posted to families at the end of each term. Members of the enrolment committee include the Principal, one of the schools' Assistant Principals, a parent representative and the School Administration Manager. This committee will meet at the end of each term. Non-local enrolment criteria will be used as a basis for decisions regarding the success or otherwise of the application. Parents will be notified of the outcome of this meeting.

Preference is given to siblings of students already enrolled at Woollooware Public School or who previously attended this school. Criteria for non-local applications include:

- Proximity and access to school
- Special needs
- Connections to the school
- Medical reasons
- Extenuating circumstances/Compassionate grounds
- Availability of on site before and after school
- Programs available at Woollooware Public School
- Possible contributions to school life

Appendix 1 is an example of criteria which may be used to assess non-local applications.

The committee will establish a waiting list and parents will be advised in writing of their child's position in that list. The list will be current for one year. Appeals must be made in writing to the Principal. If the matter is not resolved at the school level, it will be referred to the School Education Director, Port Hacking Network, to make a determination.

### **Enrolment of Students with Special Needs or With Disabilities**

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

- Targeted funding, specialist teachers and consultancy service to support students enrolled in regular classes
- Special classes within mainstream schools
- Special schools
- Modifications to buildings and playgrounds to facilitate access
- Provision of specialized 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. It is the responsibility of the principal to ensure that an appraisal of the student's educational needs is carried out. 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. A transition plan and risk assessment must be prepared for the student, when appropriate, in consultation with the Student Services officer and the Disabilities Program Consultant, Sydney Region, Miranda Office, the School Counsellor, the class teacher, the Student Learning Support Officer and the Learning Support Team Coordinator. If matters are not resolved at the school level, it will be referred to the School Education Director, Port Hacking Network.

## **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'* and the *'Guidelines for School – Enrolment of Permanent Residents and Temporary Visa Holders'* Policy.

Permanent residents enrolled in NSW Department of Education and Training Schools have access to the same educational provisions as Australian citizens. Permanent and temporary visa holders are subject to the conditions and guidelines outlined in the above set of procedures. Students must hold a valid visa and they must meet the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs. Students cannot continue to be enrolled after their visas have expired. Parents are required to provide documented evidence of a student's immunisation status when applying for enrolment.

## **Short Term Attendance**

When a student enrolled at another NSW Department of Education and Training school needs to attend Woollooware Public School for a short period of time, that student will be recorded as a short term attendance. The student's details will not be entered in the OASIS administration system. The home school will maintain the student's name on its attendance register with attendance information provided by Woollooware Public School at the end of the stay.

## **Enrolment of Kindergarten Students**

Children may be enrolled at the beginning of the school year if they turn five years of age by 31<sup>st</sup> July in that current year. Documentation providing proof of age is required with the *'Application for Enrolment'* Form. Parents are also required to provide documentation regarding the child's immunisation status. The form required is the *'Immunisation History Statement'*.

Enrolment into Kindergarten will be in the following priority area.

- Places will be offered first to children residing in the school's local drawing area
- Places will be offered next to children who are siblings of non-local children already attending Woollooware Public School or who have previously attended this school.
- The next available places will be offered to out of area children requesting a special needs or special consideration case. Such enrolments will be at the discretion of the Principal in consultation with the school executive and one parent representative.
- Any remaining places will be to any out of area children requesting enrolment. Parents will be asked to submit a letter outlining why they wish to enroll their child at Woollooware Public School. Where there are fewer available places than applications, an Enrolment Committee will make any decisions on the allocation of places (See criteria in Appendix 1).

## **Early Enrolment of Students – Gifted and Talented**

When an application is made for early enrolment into Kindergarten for a student, the school will carry out a comprehensive evaluation of the intellectual functioning, the academic skill and the social-emotional adjustment of the child. This evaluation will be done by the School Counsellor and it should also include information from the parents and the preschool. It may also include advice from a registered psychologist. A recommendation will be made by the Principal as to the appropriateness of the enrolment. An appeal must be made in writing to the Principal. If the matter is not resolved at the school level, it will be referred to the School Education director, Port Hacking Network, Sydney Region, Miranda Office, to make a determination.

## **Appeals**

Where the decision is made not to accept an enrolment, an appeal must be made in writing to the Principal. The Principal may refuse to enroll a student previously documented as demonstrating violent behaviour and there is evidence that the student has learnt the appropriate skills to manage his/her behaviour. If the matter is not resolved at the school level, it will be referred to the School Education director, Port Hacking Network, Sydney Region, Miranda Office, to make a determination.

## Appendix 1

### Application for Non-local Enrolment at Woollooware Public School

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Parents name(s): \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Child's name: \_\_\_\_\_

Current school (if applicable): \_\_\_\_\_

Please indicate below reasons for applying for non-local placement. This is not a comprehensive list. Space is provided below for you to elaborate on your reasons.

- ☐ Proximity and access to school
- ☐ Special needs
- ☐ Connections to the school
- ☐ Medical reasons
- ☐ Extenuating circumstances/Compassionate grounds
- ☐ Availability of on site before and after school
- ☐ Programs available at Woollooware Public School
- ☐ Possible contributions to school life
- ☐ Other:

Additional information:

Yours Sincerely,

**Megan Kelly**  
**Principal**