

Enrolment Guidelines

Aim

The aim of these guidelines is to ensure that all students who present for enrolment at Charlestown East Public School are treated in a fair and equitable manner according to 'Enrolment of Students in NSW Government Schools Policy' (DoE 2016). No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

General Principles Governing Enrolment

- ☒ A student is considered to be enrolled when he or she is placed on the admission register of our 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 seeking local enrolment must satisfy the school that they reside within the school's designated intake area SEE APPENDIX A
- ☒ Parents may seek to enrol their child in the school of their choice.
- ☒ School local areas are determined by the Department of 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 will be expressed in plain English but will not be stated in order of precedence.

Enrolment Ceilings

Each year the school will establish an enrolment ceiling, based on available permanent accommodation. This may vary slightly from year to year due to different numbers in junior years. The State-wide maximum class sizes for primary classes is: K=20, Year 1=22, Year 2=24, Years 3-6=30 each.

The mainstream enrolment ceiling for our school, based on 10 permanent classrooms, is 258 students. The school has 3 multicategorical classes with a total capacity of 21 students.

Enrolment Buffer

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements. In schools where spare accommodation exists, except for enrolments at the commencement of the school year, non-local placements must not generate demand for extra staff or create disruption to school routine. Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. Places in the buffer are not to be offered to non-local students. The buffer allowed for local students at Charlestown East Public School is 10 places.

New Enrolments on Transfer

Students living in or moving to the designated school zone and are of school age will be enrolled at the school, subject to consultation with the previous school about whether any special needs can be met in our setting. Students presenting for enrolment will not be enrolled until suitable checks are made by the principal with the previous school where possible.

Transition to School

It is recognised that the transition from early intervention, or other pre-school settings, to school is a significant step, particularly for students with special learning needs. Charlestown East Public School will work collaboratively with parents, caregivers and other relevant personnel to facilitate planning.

An orientation program for prospective Kindergarten children is run in Semester 2 of the previous year. Details of this program are distributed to parents who have put in an application to enrol.

Enrolment forms are processed by the school and birth certificates and immunization records, as

well as proof of residency need to be sighted at school.

Any student with special needs coming into Kindergarten is catered for by a Learning Support Team consultation with parents, pre-school or Early Intervention as appropriate. Applications for funding support can often be made before the child begins school.

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 enrol 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 will ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children.

☒ 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 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.

Non Local Enrolments

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. The composition of the panel is to be determined locally but must include at least one staff member, other than the principal, and one school community member nominated by the school's parent organisation. The panel will be chaired by the principal who will have a casting vote.

- The development of criteria for the enrolment of non-local students will be the responsibility of the placement panel.

☒ The criteria will be consistent with the general principles governing enrolment stated above.

☒ In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions.

☒ The decisions made by the placement panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year.

☒ The placement panel should record all decisions and minutes of meetings are to be available on request by the Director, Public Schools or delegate.

Criteria for selecting amongst non-local enrolment applications is documented and will be made available, in advance, to parents who are interested in enrolling their children at Charlestown East Public School. Criteria could include factors such as (criteria are not listed in a priority order):

- Siblings already at the school:

☒ Proximity of other family members (eg grandparents) who will be needed to deliver or pick up due to work or other commitments of the parent/s;

☒ Student welfare needs other than above;

☒ Medical reasons;

☒ Compassionate circumstances.

Waiting lists may be established for non-local students.

☒ Parents will be advised in writing if their child is to be placed on a waiting list and his or her position on it.

☒ The size of the waiting list should reflect realistic expectations of potential vacancies.

☒ Waiting lists are current for one year.

Enrolment of 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 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. The Learning and Support Teacher will assist in this process, in particular, in identifying the resources which may be available to support the enrolment.

These procedures are separate to any enrolments in our multi-categorical classes which are staffed and enrolled outside the school guidelines.

Enrolment of Non-Australian Citizens

Non-Australian students must hold a visa and may be enrolled under conditions set out in the booklet, Conditions for enrolment of Non-Australian Citizens in NSW Government Schools.

Temporary residents may be enrolled for the period specified on the visa. International students studying in NSW may enrol their school aged dependants. Students on a Visitor's Visa may enrol for a maximum of three months, but must arrange their enrolment through the International students program. (Phone 02 95618209 or fax 02 95618631).

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. Where required, the principal will provide support and seek to resolve the matter.

If the matter is not resolved at the school level, the Director of Schools will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Short Term and Part Time Attendance

For a variety of reasons a student may be enrolled for a short term at school. The student will remain enrolled at the home school and the host school will send a record of attendance to the home school at the end of the stay or at the end of each term.

When a student is attending a specialised program at another school, such as classes for behaviour or emotional disorder or a hospital school, he/she will possibly remain enrolled at the home school.

Michelle Unterrheiner
Principal

8th June 2018

APPENDIX A

100 Point Identification – Residential Address

Dear Parent/Caregiver

Thank you for your expression of interest to enrol your child at Charlestown East Public School. In your enrolment application you have provided an address which is situated in our local intake area.

Most schools have a designated local enrolment area. Students residing within that area are entitled to be enrolled at the government school that is designated for that intake area (Enrolment of Students in Government Schools, A Summary and Consolidation of Policy, August 1997).

To process your application we require documentation to verify your residential

address. General Guidelines:

- ☒ All documents **MUST** be in the name of the enrolling parent/caregiver
- ☒ At least **ONE Category A** document is required
- ☒ A copy of the original documents is accepted (documents printed off the internet are not acceptable)
- ☒ All documents must be current, and addressed to the property
- ☒ Personal references are not considered

	Documentation	Points
Category A 50 Points	Utility Account (tick) <ul style="list-style-type: none">o Electricityo Gaso Watero Telephone (not mobile)o Rates noticeo Residential Lease Agreement (Rental Bond documentation)	
Category B 30 Points	<ul style="list-style-type: none">o Drivers Licenceo Motor Vehicle/Marine Vessel/Trailer documents (Registration/Insurance)o Bank Accounto Mobile Phone Accounto Union membershipo Health Insurance documentso Superannuation documentso Life Insurance documentso Medical Accountso Centrelink documents	
Category C 10 Points	<ul style="list-style-type: none">o Post Office Mail Redirectiono Retail Purchaseo Statutory Declaration	

OTHER REQUIRED DOCUMENTATION: A copy of your Medicare Card is required where the enrolling student must be listed.

APPENDIX B

NON-LOCAL PRIMARY SCHOOL PLACEMENT INFORMATION FOR PARENTS

Parents may apply for the non-local enrolment of their child in up to two (2) schools of their choice in addition to their designated local school. A separate application form is required for each school.

Priority for enrolment will be given to students entering Kindergarten. Places may also be available in Years 1 – 6.

Reasons for choosing non-local placements may include:

- ☐ 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 number of students a school may enrol is limited by 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 places available in a school before applying.

Once a student enrolls in a non-local school, transfer to another non local school will only be possible in exceptional circumstances. Transfer to the student's local school will be allowed if space is available.

Parents can appeal against decisions regarding non-local placement by writing to the School Principal.