



ENROLMENT POLICY

Revised February 2019.

This Policy is written with reference to the NSW DET Policy “Enrolment of Students in Government School: A Summary and Consolidation of Policy”, August 1997.

Rationale:

The enrolment ceiling is based on available permanent accommodation as no additional accommodation will be provided to cater for increased enrolments resulting from non-local placements.

The student enrolment is based upon the school’s ability to accommodate students in 4 permanent classrooms and 2 demountable buildings. A ceiling of 155 students exists. Within this ceiling a buffer of 7 (1 student per grade) is set to cater for local students. This buffer is determined with class sizes as Kinder – 20, Year 1 - 22, Year 2 – 24 and 3-6 -30 students.

Coledale Public School has had a demand placed upon it by non-local enrolment applications and it is expected that this will continue into the future. Places in the buffer are not to be offered to non-local students.

Aim:

To develop a policy to address the issue of the enrolment of students at Coledale Public School who do not live in the drawing area as prescribed by the Department of Education and Training.

Implementation:

Local Enrolments

- Children living within the **local area** will be enrolled in accordance with the policies of the NSW Department of Education (DoE) *Enrolment of Students in Government Schools. Aug 1997*
- The **boundary** of our local area is indicated on maps held in the school office.

Non- Local Enrolment

A Non-Local Enrolment application form to be completed by all non- local students.

- A placement panel consisting of the Principal, a community representative and at least 1 staff member will convene to consider the application. All members of the panel are required to declare any conflicts of interest and the panel may be adjusted accordingly to ensure due process.

Criteria for selecting non-local enrolment applications at Coledale Public School are:

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

- 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.
- A waiting list may be established for non-local students if deemed necessary, which will be current for one year.
- Parents will be advised of the outcome of the panel meeting. If they are to be placed on a waiting list they will be told of their position on that list.
- Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal, who will seek to resolve the matter. If the matter is not resolved at the local level the Director, Public Schools NSW will consider the appeal and make a determination.

Kindergarten Enrolment

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, 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.

Overseas Students

Applications for enrolment for students other than Australian citizens, are dealt with under *Guidelines for Schools – Enrolment of Non-Australian Citizens* policy and *Enrolment of non-Australian Citizens Procedures and eligibility* document issued by the DoE.

Visas and documentations should be checked by telephoning

Students with Disabilities

When students with disabilities are seeking enrolment into regular classes, an appraisal of the student's educational and support needs will occur. This may occur as part of a planned transition process, or at the time the enrolment is sought, and may involve the school counsellor and other DoE staff.