**LEURA PUBLIC SCHOOL**

**ENROLMENT POLICY**

**INTRODUCTION**

This document provides information for the community and direction for school personnel on the entitlements, requirements and procedures for the enrolment of students at Leura Public School.

The Leura PS Enrolment Policy follows the guidelines documented in the NSW Department of Education’s *“Enrolment of Students in Government Schools”* (2019) and *“General Enrolment Procedures”* (2018).

The “*Education Reform Act 1990”* outlines the legal requirements for compulsory schooling. In brief, the legislation requires students between the ages of six and 17 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 requirements are met.

**GENERAL PRINCIPLES OF ENROLMENT**

* A student is considered enrolled when he or she is placed on the admission register of the 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 local intake area within which the child’s home is situated and that the child is eligible to attend.
* The Principal can seek any information they consider to be of assistance in determining if a student is a local enrolment, including a 100-point residential address check.
* Parents may seek to enrol their child in the school of their choice.
* School local intake areas are determined by the NSW Department of Education.
* Every school has an enrolment cap set by the NSW Department of Education, which is the maximum number of students that can be enrolled based on the permanent accommodation and typical class sizes of the school.
* Schools that exceed their enrolment cap will not enrol non-local students.
* No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local enrolments.
* Non-local enrolments must not generate demand for extra staff or create disruption to school routine.
* Schools are required to set an enrolment buffer 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.
* Prior to accepting a new enrolment, the Principal must seek relevant information about the student from any previous school and share this with staff as appropriate to meet any additional needs of the student.

**ENROLMENT INTAKE AREA**

Parents can use the NSW Public School Finder to identify their designated local public school, based on their residential address. To access School Finder, go to:

https://my.education.nsw.gov.au/school-finder

Alternatively, you can contact the school office directly to ask for assistance with this process.

**ENROLMENT BUFFER**

The NSW Department of Education recommended maximum class sizes for our school are:

K – 20, Year 1 – 22, Year 2 – 24, Year 3 – 30, Year 4 – 30, Year 5 – 30, Year 6 – 30

An enrolment buffer has been determined to accommodate local enrolments throughout the year. Consequently, enrolment each year will be capped at the numbers below, where possible:

K – 19, Year 1 – 21, Year 2 – 23, Year 3 – 28, Year 4 – 28, Year 5 – 28, Year 6 – 28

K/1 (composite) – 20, Year 1/2 (composite) – 22, Year 2/3 (composite) – 24,

Year 3/4 (composite) – 30, Year 4/5 (composite) – 30, Year 5/6 (composite) – 30

Note: Places above the buffer will not be offered to non-local enrolments.

**LOCAL ENROLMENT**

Families with children of school age that are residing within the designated intake area will be accepted for enrolment.

When presenting for enrolment, proof of address is required. Acceptable documentation may include:

* rate notice;
* rental agreement;
* exchanged contract of property sale;
* electricity, gas or water bill (up to 3 months old); or
* Centrelink payment statements.

The following will not constitute proof of residential address:

* notification of intention to move into the area; or
* rental application form.

**NON-LOCAL ENROLMENT**

Where places are available, the criteria considered for non-local enrolments are:

* siblings already enrolled at the school;
* proximity of the school to their residence;
* student safety and supervision considerations before and after school;
* compassionate circumstances; and
* movement from a non-government school.

When seeking a non-local enrolment, an “*Application for non-local enrolment*” form (appendix 1) must be completed and presented to the school office.

Once this has been received, the following procedure will then be implemented:

1. The Principal may arrange for an appointment to interview the applicant if further clarification is required.
2. The Principal will contact the student’s current school for information, where possible.
3. The Principal will consider the “General Principles for Enrolment” and equitably apply the criteria for non-local enrolment.
4. The Principal will assess eligibility of the application in relation to the criteria for non-local enrolment and make a decision within the context of the school’s enrolment cap and buffer. Only those matters presented on the application form, and not oral or other submissions, will be considered.
5. The school will notify parents of the non-local enrolment application outcome.
6. Parents will be provided with an explanation of the decision in writing, should they request it.

**Enrolment Panel**

Where the number of non-local enrolment applications exceeds the number of available places, an Enrolment Panel will be formed. The composition of the panel is determined locally but should include an Executive staff member as chairperson, at least one teacher and one school community member nominated by the P&C. All panel members will need to confirm they have no conflict of interest when considering applications. The panel will only assess the information and supporting documentation presented on the application for non-local enrolment form. The decision made by the panel must take into account the school’s enrolment cap and buffer for each grade. The chairperson ensures the established criteria for non-local enrolment are applied equitably to all applicants. Parents may request a written explanation of the panel decision.

**Waiting Lists**

A waiting list may be established by the Enrolment Panel for non-local students who are not offered enrolment, where there are less than five applications per grade, as this reflects realistic expectations of potential vacancies. Parents will be advised in writing if their child is to be placed on a waiting list and their position on it. Waiting lists are current for one school year only – January to December.

**Appeals**

Unsuccessful non-local enrolment applicants may appeal against the decision of the enrolment panel. Any appeal should be made in writing to the Principal and must set out the grounds for the appeal. The purpose of the appeal is to determine whether the stated non-local enrolment criteria have been applied equitably. If the Principal was not on the Enrolment Panel, they can determine the outcome of the appeal. Otherwise, the appeal may be determined by the Director, Educational Leadership. The parent will be advised of the appeal outcome in writing.

**ENHANCED ENROLMENT PROCEDURES**

The following extract is taken from; *Memorandum – Enhanced Enrolment Procedures*

*“The Department has an obligation to ensure that, among other things, the systems of work and the working environment of its employees are safe. It is also required to obtain and use, as appropriate, information to ensure both the health and safety of its employees at work and of others who come onto Departmental sites. In this context it is reasonable that Principals should have available to them, prior to enrolment procedures being completed, information that is relevant to a risk assessment of the prospective student.*

*At the same time, there is a concurrent legal obligation to accord every eligible child the right to enrol in his or her local government school, and every parent of a school aged student has the duty to ensure their child attends school.*

*Given these co-existing legal obligations, where there are safety concerns, enrolment should not be completed and attendance should not commence until adequate safeguards are in place.”*

If the Principal is made aware during the enrolment process of conditions that may affect the safety of staff or students, then enhanced enrolment procedures will be followed. These procedures will involve conducting a risk assessment, establishing support procedures and consultation with the Director, Educational Leadership, Learning and Support Teacher, School Counsellor and possibly regional Learning and Wellbeing Officers.

**KINDERGARTEN ENROLMENT**

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. Enrolments will be accepted and encouraged as soon as possible in the year prior to the child commencing Kindergarten. The school will begin to advertise accepting Kindergarten enrolments in Term 2 each year. Enrolment forms are available as hard copy in the school office or as an electronic file on the school website.

If seeking a non-local enrolment for a Kindergarten child, the procedures for non-local enrolment will apply. All applications for non-local enrolment into Kindergarten for the following year, will be considered in December.

A comprehensive transition to school program will be conducted in Term 4 each year. Only those students with submitted applications for enrolment, will be invited to attend the transition program. Attending the transition program does not guarantee, nor indicate acceptance of, a non-local enrolment.

When enrolling in Kindergarten the following documentation is required:

* proof of age (birth certificate or passport)
* proof of address
* immunisation records from Medicare website

(Note: Parents have the right to not immunise their child, 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.)

During the first week of the school year, all Kindergarten students will attend a scheduled ‘Best Start’ interview with a Kindergarten teacher. Following this, students will commence school as quickly as possible in a manner which best meets the interests of the incoming students. All students will commence enrolment by the end of the first week of Term 1.





**APPENDIX 1**