

BLAKEHURST PUBLIC SCHOOL



ENROLMENT PROCEDURES



Related Policies and Guidelines

- *General Enrolment Procedures (PD/2002/0006/01/v1.0.0) – Implementation date 22/7/19*
- *Enrolment of Students in Government Schools – A Summary and Consolidation of Policy – Implementation date*
- *Legal Issues Bulletin Number 40: Collection, use and disclosure of information about students with a history of violence.*
- *Legal Issues Bulletin Number 43: Enrolment of Students in Government Schools.*

Rationale

The Education Reform Act 1990 requires students of compulsory school age to be enrolled in a Government or registered non-government school and to attend school on each day that instruction is provided. The compulsory school age for students is recognised as 6 years and above and up to 17 years of age, except for students who have completed Year 10 and comply with the conditions to leave school (Section 21B of the Education Act 1990).

This document provides information for the community and direction for staff on the procedures for the enrolment of students at Blakehurst Public School. The following are a list of procedures which govern general enrolment:

- A student is considered to be enrolled when he or she is placed on the admission register of a 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 (see attached map from demographer).
- Schools are required to set an enrolment ceiling and buffer (see below).
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The policy and criteria should be expressed in plain English, and in community languages where necessary. It should be made clear what consideration will be given to each of the criteria.

Enrolment Ceilings and Buffer

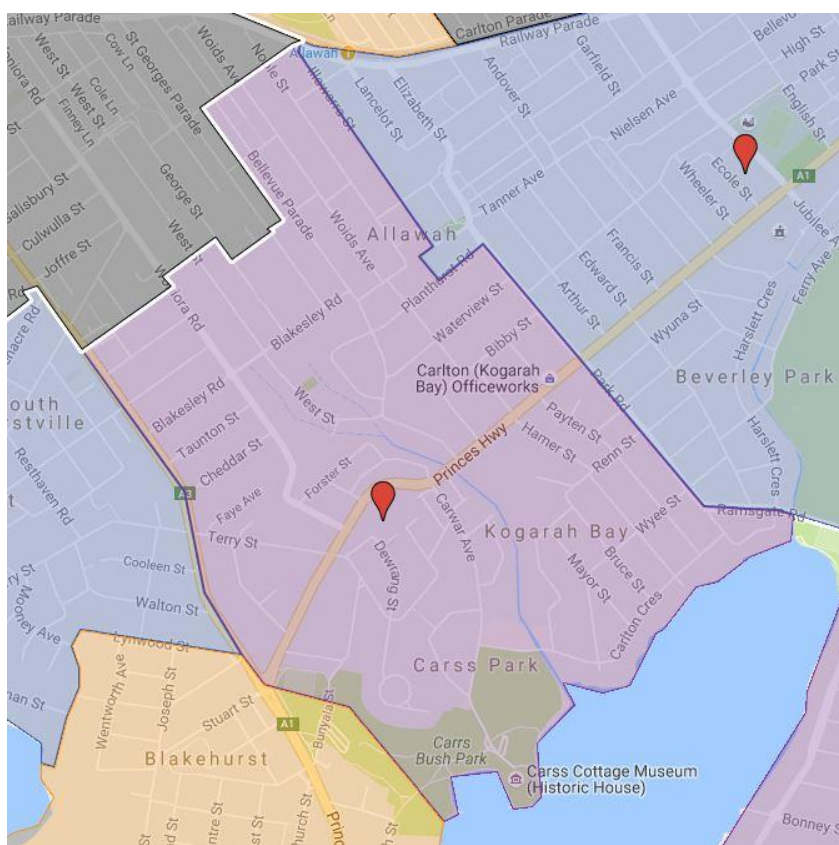
The enrolment ceiling for Blakehurst Public School is determined by the permanent available classroom accommodation. There are currently 16 classrooms available for mainstream enrolments, setting the enrolment ceiling at 370 students. This figure is calculated on the Department of Education's recommendation of 23.1 students per permanent classroom. The school's enrolment buffer for non-local enrolments is 338, based on a calculation of 2 non-local students per class.

Once the school reaches its enrolment cap, only local enrolments will be accepted by the school and out of area applications cannot be considered.

If a family enrolls a child while in area and then moves out of the area before their next child starts at the school, the child will then be treated as an out of area enrolment. If the school's enrolment cap is reached, siblings will not be given the opportunity to enrol (except for extenuating circumstances) even though their sibling is currently at the school. When the school closes near its enrolment capacity, this information needs to be shared with families at the time that they approach the school to enrol their child.

Local / In Area Enrolments

Local students are those whose permanent place of residence currently lies within the geographical boundaries as determined by the Department of Education.



The following streets define the boundary of the intake area:

- King Georges Rd
- Kairawa St
- King St
- George St
- Russell Ln
- Bellevue Pde
- 1st Av
- Illawarra St
- Planthurst Rd
- Park Rd
- Ramsgate Rd

Enrolment Procedures for Local Enrolments

Parents are required to complete an 'Application to Enrol in a NSW Government School' form. When this form is submitted, the following documents need to be provided to the school to support the application:

Evidence	Examples
Birth certificate or proof of identity	Birth certificate, driver's licence, passport or citizenship documents
Immunisation history statement	-
Proof of residency (100 points)	Rental agreement, lease agreement, council rates notice, utilities bills, bank statements or Medicare statements <i>*A driver's licence can be used as proof of identity but will <u>not</u> be accepted for proof of address.</i>

Once the documentation is submitted, the school will undertake the following actions:

- Interview the family. This will be completed by the **Stage Assistant Principal for local enrolments** and by the school's **Enrolment Panel for non-local enrolments**.
- Contact the child's previous school to verify information provided by the parents during the interview and to seek additional information as required, ie, risk assessments, important information regarding previous interventions, etc.

- The student is placed in a class (determined by the Assistant Principal) and a start date is determined (always at least 2 days from the interview to allow time for information to be communicated to the new class teacher, EALD staff, etc, as required).
- The enrolment form is signed off by the Principal.
- The enrolment form is then returned to the office so that the student can be entered onto the system.

Kindergarten Enrolment

The Principal will advise the parent body and the school community of the enrolment arrangements for the following year's Kindergarten children, including the policy on immunisation. The following applies to the enrolment of Kindergarten children:

- All children must be in compulsory schooling by their 6th birthday.
- Children can start Kindergarten at the beginning of the school year if they turn 5 on or before 31 July that year.
- Students should start school at the beginning of the school year.

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.

Placement Panels

In the case where non-local places are available at the school, a placement panel will be used to consider and make recommendations regarding the enrolment of out of area students. The panel will consist of:

- A member of the executive (Chair of the panel)
- Members of the teaching staff (K-2 or 3-6, dependant on the age of the student/s seeking enrolment)
- A member of the parent body

The following criteria is used by the Enrolment panel when considering non-local applications:

1. Siblings currently attending the school
2. Geographical proximity – *ie, the family live directly across from the school, however, the way that the boundaries are set means that their local school is several kilometres away.*
3. Special programs being run by the school that are of importance to the family and not available at the local school – *ie, select language programs*
4. Family or compassionate circumstances – *ie, child protection matters or direct family are responsible for daily/ongoing school pick up or drop off and live close to the non-local school where the child is seeking enrolment.*

The Enrolment panel will be used for all out of area enrolments, regardless of the cap space available to the school. This ensures that the school's procedures are the same for all out of area families regardless of the time that they approach the school to enrol their child.

**The Principal will not sit on the panel and will address any appeals that are made by parents against the decision made by the panel.*

Appeals

Where a parent wishes to appeal against the decision of the Enrolment panel, the appeal should be made in writing to the Principal. Where required, the principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter. If the matter cannot be resolved, the issue will be forwarded to the *Director Educational Leadership*.

Transition to School

It is recognised that the transition from a support class or specialist setting into a mainstream classroom poses a significant challenge for a student. The school will work collaboratively with the child's parents, current educational setting and external organisations as required to facilitate planning for any transition process. The school's Learning and Support Teachers (LaSTs), Counsellor and English as an Additional Language or Dialect (EALD) teachers will support in development of implementation of transition plans as required.

Early Enrolment of Students who are Gifted and Talented

The school's enrolment panel will discuss students identified as 'Gifted and/or Talented' as they present for enrolment. A comprehensive evaluation of the intellectual functioning, academic and social-emotional skills of the student/s will be undertaken by the school counsellor or a registered psychologist. Decisions regarding the enrolment of such students will be guided by assessment results and in consultation with the *Director Educational Leadership*.

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 classes within regular schools
- 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 will be considered by the school. Factors taken into consideration when enrolling a student with a disability include:

- the student's educational needs
- the expressed desires of parents and caregivers
- the capacity of the school to provide the level of support required

A detailed appraisal of the student's educational needs will be carried out by the school during the enrolment period. For some students, this will include a negotiated transition from the child's current school.

For students/families wishing to access a special class, the Principal and selected school staff will meet with the family to provide advice on the Access Request process. The school will undertake this process where the child is a local enrolment.

Enrolment of Non-Australian Citizens

Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA). Education is compulsory for non-Australian citizens between the ages of six and fifteen holding a visa granting them permanent resident status and New Zealand citizens holding current New Zealand passports. Outside these ages, students may enrol under the same conditions as Australian citizens.

Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions as outlined below:

Temporary Residents - The temporary resident visa allows for the enrolment on a temporary basis of school aged students in a New South Wales government school. Enrolment is only for the period specified on the visa.

International Studying Parents - At this stage international students studying in New South Wales institutions may enrol their school aged dependants at New South Wales government schools. The child dependant can only be enrolled while a parent is studying in New South Wales and the enrolment must not exceed the period stated on the visa. The student must present with a dependant and student visa.

Visitor Visas - Visitor Visas include business visitors, medical treatment visitors and tourists. A student on a visitor visa may be able to enrol for a maximum period of three months which cannot be extended. Students on visitor visas must arrange their enrolment through the Department of Education's International Student Programs. In this case, tuition fees are likely to apply.

Bridging Visas - Non-Australian citizens are granted a bridging visa if they have an undetermined application for a substantive visa before the Department of Immigration and Multicultural Affairs (DIMA). Bridging visas come into effect when the initial substantive visa has expired.

Transfer Applications

Students from other government or non-government schools, interstate and New Zealand may be enrolled by their local or non-local school consistent with Department of Education policy. The assistance of the school counsellor may be required to establish the appropriate year and level of study.

Short Term and Part-time Attendance of Students

A student should be enrolled in one school only at any given time. For a variety of reasons, such as parents visiting a locality for a brief period or a student being involved in an integration program, a student enrolled at a particular school may need to attend another school for a short period of time.

Where this period is no more than one term, or in the case of a student involved in a special placement of no more than 2.5 days per week, the student should not be enrolled, but regarded as being on a short term attendance. The home school should maintain the student's name on an attendance register, with a note to the effect that the student is attending another school.

The school the student attends for a short term (the host school), must keep a record of the student's attendance and notify the home school at the end of the stay or, in the case of part-time attendance, at the end of each term.

Refusal of Enrolment

The school Principal can refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour. Further information is outlined in *Procedures Concerning Suspension, Exclusion and Expulsion of Students*

Most recent review: August 2019

Next review date: August 2020

Blakehurst Bluey says be:



Safe

Respectful

Engaged

Resilient