



The Sir Henry Parkes Memorial Public School

Enrolment Procedure

Rationale:

Your child can start Kindergarten at the beginning of the school year if they turn five on or before 31 July in that year. Any child between the ages of six and seventeen must be enrolled at a government or registered non-government school, and attend school on each day that instruction is provided or be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

Parents may seek to enrol their children at the school of their choice; however, schools must ensure that every eligible local child has a place at their local school if required.

A student should be enrolled in one school only at any given time and is considered to be enrolled when placed on the admission register.

Definitions:

Ceiling: An enrolment ceiling is based on available permanent accommodation.

Buffer: The buffer is to allow sufficient places for local families to enrol at The Sir Henry Parkes Memorial Public School

Local Enrolment: Children living within the drawing area of The Sir Henry Parkes Memorial Public School.

Enrolment Ceiling

The Sir Henry Parkes Memorial Public School has an enrolment ceiling, based on permanent accommodation of 13 classrooms.

The enrolment ceiling has been calculated with reference to the school staffing formula and includes a buffer to accommodate local students arriving throughout the school year.

The enrolment ceiling is 315.

Enrolment Buffer

The enrolment ceiling of the school is 315 students. The school cannot accept non-local students if enrolments exceed 305 students. This allows for a buffer of 10 students.

Immunisation

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment at school. Parents have the right of not having their children immunised.

However, 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 as also outlined in the Department of Education Enrolment Policy.

Local Enrolment Applications

Children living within the local area will be enrolled in accordance with the policies of the NSW Department of School Education.

Parents must provide an Australian birth certificate or passport, and one form of documentary evidence of their place of residence. This evidence can be in the form of a rent or lease agreement, rates notice or utilities account. A driver's license is not considered to be evidence of residential address.

Non - Local Area Placement Panel

The School Placement Panel consists of the Principal, a member of the teaching staff, and a nominee of the P&C. The panel will be chaired by the Principal, who will have a casting vote.

Criteria for Non-Local Enrolment

When the enrolment of the school exceeds 305 students, all applications for non-local enrolment will be forwarded to the non-local area placement panel. Criteria for assessment are:

- siblings already enrolled at the school;
- proximity and access to the school;
- medical reasons;
- safety and supervision of the student before and after school;
- compassionate circumstances; and
- structure and organisation of the school.

Waiting Lists for Applicants for Non-Local Enrolment

Where non-local enrolment applicants exceed available places, prospective students not accepted for enrolment will be placed on a waiting list. The order of students on the waiting list will be determined by the Placement Panel, not in order of acceptance.

Appeals

Where a parent wishes to appeal against the decision of the Placement Panel, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved, it may be referred to the Area Director to determine if the stated criteria have been fairly applied.

Enrolment of Kindergarten Students

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 is required.

Enquiries for kindergarten enrolment may be made during school hours. Applications for enrolment will be accepted from the commencement of Term 1 of the year prior to enrolment.

Early Enrolment of Students who are considered to be Gifted and Talented

The principal may decide that early entry to school of a student who is intellectually gifted and talented is appropriate to meet the student's educational, social and emotional needs.

When a student is being considered for early enrolment in Kindergarten, the school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This will be undertaken by the school counsellor and may incorporate advice from registered psychologists. Input from the student's parents will also be considered.

Enrolment of Students with Special needs

Enrolment applications for students with special needs is considered within the context of the school's capacity to meet those needs, specifically through:

- availability of funding, specialist teachers and consultancy services
- modification of buildings and/or facilities
- provision of specialised equipment
- access to special transport services.

An appraisal of the student's needs will be carried out by the Principal, in consultation with parents and caregivers, the school counsellor, relevant district special education support staff and other educational, health or medical professionals as determined appropriate.

Requests for enrolment in our Multi-categorical class are considered by a district placement panel after appropriate documentation has been received.

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.

Transfer Applications

Students transferring from another NSW Government school will be required to provide a relevant Student Transfer Certificate. If this is not provided the school will immediately seek such a certificate from the student's last known Government school attended.

Short Term Attendance

Students will be accepted for short term enrolment for reasons such as parents visiting the locality for a brief period or a student being involved in a special program. Short term enrolment periods will not exceed one term.

Short term enrolments must be considered in the context of other relevant sections of this document.

Refusal of Enrolment

The Principal may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learnt the appropriate skills to manage this behaviour.

The principal has the delegated authority to refuse the enrolment of any out of area, international and age inappropriate student.

Ratification:

The Procedures have been developed in conjunction with the school community, Executive and Principal (2015)