

Enrolment Policy

Introduction:

Parents may seek to enrol their child in the school of their choice. The decision to enrol a student, and with what level of support, will depend on a number of factors including:

- the student's educational needs;
- the expressed desires of the parents or caregivers;
- the capacity of the school to provide the level of support services required; and
- the availability of support services at alternative locations.

This policy outlines the general principles and procedures to be followed when enrolling local and non-local students at Soldiers Point Public School.

The school has developed its enrolment policy in accordance with the principles and requirements established in Enrolment of Students in Government Schools: A Summary and Consolidation of Policy, August 1997 & the Education Reform Act 1990.

Starting Age Requirements:

- Children who will be 5 years of age by 31 July may enrol at the commencement of that year;
- Proof of age is required in the form of a birth certificate, passport or health card;
- It is strongly recommended that children be immunised prior to commencing school; and
- A copy of the immunisation certificate will be kept on record at the school.

Local Enrolment Area:

- The local area is defined as (see school handbook); and
- All children living within that area are eligible to apply for enrolment at Soldiers Point Public School.

Confirmation of Enrolment

- Enrolment is confirmed after an application form is completed, a Student Background Information form has been obtained from the previous NSW school, an interview with the Principal or delegate takes place and the enrolment information is entered onto the school's database (ERN);
- Enrolment is not always possible on the same day as the child is presented at school; and
- For overseas and interstate students a transfer slip will not be required, but proof of age, immigrant status (where appropriate) and student reports from the previous school will take that place. Students holding a visa may need to apply for enrolment using the Temporary Resident's Program.

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Maximum Enrolments

- The maximum number of students that can be accommodated will be equal to the number of classrooms available. A guide being:
 - Kindergarten x 20 students
 - Year 1 x 22 students
 - Year 2 x 24 students
 - Years 3-6 x 30 students

Local Enrolments:

Parents or caregivers living in the local area who are seeking to enrol their children at Soldiers Point Public School should contact the school for an appointment. Students will not necessarily be enrolled immediately as the school requires time to gather information that will assist in determining the best placement for the student.

Non-local Enrolments:

- Children living outside of the local area defined in the School Handbook may be enrolled under certain circumstances.
- A parent or caregiver seeking non-local enrolment should firstly phone the school and speak with the principal to establish whether any non-local placements are available. If non-local places are available, then enrolment will proceed as for local enrolments (above). If demand for non-local enrolment exceeds availability a placement panel will be established to determine eligibility. In this case parents will need to complete an Expression of Interest and arrange an interview with the principal, if they wish to pursue non-local enrolment. *There is no guarantee that an application for non-local enrolment will be successful.*

Criteria for Non-local Enrolment:

Schools have flexibility in determining these criteria to meet their own particular needs whilst adhering to DEC policy. Soldiers Point Public School has determined that these criteria, in priority order, are:

- Availability of *permanent* classroom accommodation;
- Proximity and access to the school;
- Compassionate circumstances e.g. sibling already enrolled at the school; and
- Safety and supervision of the students before and after school.

Waiting Lists:

A waiting list will be established for unsuccessful non-local enrolment applications. Parents will be advised in writing if their child is on a waiting list and their position on the list. The waiting list is current for 1 year.

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Appeals:

If a parent wishes to appeal the decision of the placement panel it should be made in writing to the principal who will seek to resolve the matter. If the matter is not resolved at school level it will be referred to the school education director who will consider the appeal and make a determination.

Enrolment of Non-Australian Citizens:

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

- Temporary students may be enrolled for periods specified on their visa;
- International students studying in NSW may enrol their school-aged dependents; and
- Students on a Visitor's Visa may enrol for a maximum of three months, but must arrange their enrolment through the International Students Program.

Enrolment of Students with Special Needs:

When a student with special needs presents for enrolment the Principal will facilitate an appraisal of the student's educational needs. This may involve assessment and documentation from parents, health and educational professionals. For this reason early contact with the school by parents is strongly encouraged. The decision to enrol a student with a disability will be made after carefully considering the expressed desires of the parents or carers, the capacity of the school to provide appropriate support and the availability of other services at alternative locations.

Early Enrolment of Gifted and Talented Students:

Early enrolment may be provided for students who are intellectually gifted following a comprehensive assessment of academic, intellectual and social functioning by the school counsellor or registered psychologist. The student should also be within six months of approved entry age.

Refusal of Enrolment:

The principal may refuse enrolment of a student who is under suspension from another school or 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.

Accuracy of Information:

It is important to note that it is an *offence* for a person to provide materially false or misleading information to a school when making an application for enrolment. A person providing false information to the school may face a penalty of up to 2 years imprisonment, \$22,000 fine or both – section 307B of the Crimes Act 1900. It may also result in the decision to enrol a student being reversed.