



ENROLMENT PROCEDURES

Reference

- Enrolment of Students in Government Schools – A Summary and Consolidation of Policy (1997)
- Legal Issues Bulletin No 20 – *Changing the name of students in schools and NSW TAFE*
- Legal Issues Bulletin No 40 – *Collection, use and disclosure of information about students with a history of violence*
- Legal Issues Bulletin No 43 – *Enrolment of students in government schools*
- Legal Issues Bulletin No 46 – *Legal issues concerning administration for prescribed medications, health care procedures and medical emergencies in schools and TAFE NSW*
- Guidelines issued under part 5A of the Education Act 1990 for the management of health and safety risks posed to schools by a student's violent behaviour

Definitions

A student is considered to be enrolled when he or she is entered into or transferred into the department's online registration system (currently ERN) as a student attending a public school.

Rationale

Purpose

Current legislation requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school, to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent of the students to ensure that these obligations are fulfilled.

Principles Governing Enrolment

- A student should be enrolled in one school at any given time
- Children are entitled to enrol at Lisarow Public School if their home is within the designated intake area as defined by the Department of Education.
- Parents are entitled to seek enrolment for their child at Lisarow Public School even if their home is outside the school's designated intake area. These applications to enrol are considered non local enrolments.
- Schools are required to set an enrolment number 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.
- Schools are required to have a written procedure which states the grounds on which non-local enrolments will be accepted.
- No person will be discriminated against when enrolling their children on the grounds of their gender, age, race, ethnicity, disability, sexual preference or marital status.
- Every effort will be made to contact the school that students are transferring from to ascertain if there are any identified needs of which the schools needs to cater.

Enrolment Ceilings

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements.

In the current environment of Lisarow Public School the maximum enrolment ceiling will be 295 students. This figure has been calculated on the following principles:

Academic Year	Max enrolment	Number of classes	Max Capacity	Current enrolment
K	20	1.5	30	31
1	22	1.5	35	39
2	24	1.5	35	32
3	30	1.5	45	42
4	30	1.5	45	43
5	30	1.5	45	46
6	30	2	60	52
Total		11	295	285

The maximum class size in each academic year is based on the following:

1. No Kindergarten class need exceed 20 students
2. No Year 1 class need exceed 22 students
3. No Year 2 class need exceed 24 students
4. No Year 3-6 class need exceed 30 students

For 2017 with a staffing establishment of 11 class teachers our enrolment ceiling will be 295 students.

Enrolment Buffer

Places in the buffer are not to be offered to non-local students. To allow sufficient opportunity for local enrolments to be accepted with minimal disruption to school organisation the buffer will be set at 3% of the current enrolment ceiling. The buffer zone will be reassessed on an annual basis.

- The buffer zone at the start of 2017 will be in place from student number 286.
- The buffer zone during the year will be from student 286 or whatever the cut-off point is for the appointment of an extra teacher. This point will change depending on the composition of the student body and the year level of the non-local enrolment application.

For 2017 our buffer zone will be set at 286-295 students therefore the buffer is 9 students. This figure will vary year to year and set with consultation with the School Council.

Placement Panel

When a situation exists where the request for non-local placements exceeds availability a placement panel will be convened to consider and make recommendations on all non-local applications. A placement panel will be established at the beginning of each school year. Dates to consider Kindergarten non-local applications will be made with the School Council towards the end of Term 3. The composition of the panel will include the principal (chairperson) a member of staff and a member of the P&C (elected at P&C A.G.M.).

The recommendations made the placement panel must be within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year.

In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form.

Criteria for Non-Local Placements

Non-local placements will not be considered if they generate a demand for extra staff.

The following criteria are made available to parents who are seeking non-local enrolment:

- change of residence
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- student welfare needs
- structure and organisation of the school
- travel arrangements and/or distance
- compassionate circumstances

Waiting List

A waiting list will be established should it be determined by the placement panel that non local enrolments cannot be placed. The waiting list will remain current for one year.

Appeals

Where a parent wishes to appeal against a decision of the placement panel, the appeals should be made in writing to the Director Public Schools.

The purpose of the appeal is to determine whether the stated criteria in the school procedures have been applied fairly.

Procedures for Enrolment in Particular Circumstances

Transition to School

Lisarow Public School conducts a transition to school program 'Launch into Lisarow' which is offered to all families in the year prior to Kindergarten enrolment. The organisation, evaluation and continual improvement of the program is the responsibility of the Stage 1 Assistant Principal.

Kindergarten Enrolment

Children are eligible to enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31st July in that year.

Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment as is immunisation information. Parents have the right not to immunise their children. 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.

Early Entry of Students Who Are Gifted or Talented

Parents may seek early enrolment of their child if they are intellectually gifted or talented. A comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment will be undertaken by the school counsellor, with input from parents and appropriate personnel. Observation of the child in the school setting may also be included to gather necessary data in order to make an informed decision.

Enrolment of Students with Special Learning Needs

When a student with a disability presents for enrolment, an appraisal of the student's educational needs will be carried out by the Learning Support Team and involve parents or caregivers, other health professionals and District Personnel as required. Other areas for consideration may include communication levels, participation, personal care and movement. Consideration will also be given to supporting documentation provided by medical practitioners, health care workers and education professionals.

Services, which may need to be investigated as a part of the student's ongoing enrolment, 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

Enrolment of Non-Australian Citizens

The New South Wales government allows students who hold temporary visas, including temporary resident visas, student visas, visitor visas and bridging visas, to enrol in government schools, subject to certain conditions. Non-Australian citizens who live within this school's feeder area may seek enrolment. Those living outside the feeder area may seek non-local placement as per the procedures previously described.

Students must hold a valid visa and must meet the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA). Students cannot continue to be enrolled after their visas have expired.

Most students who hold temporary visas are required to pay the Temporary Visa Holders Education Fee. Some visa categories are exempt from paying the fee. Enrolment will be accepted for the length of the valid visa.

When seeking enrolment, parents will be provided with a Temporary Visa Holders Applying to enrol in a Government School Application Form. The completed application form must be forwarded to DE International together with the payment if applicable. DEI will then issue an Authority to Enrol in a NSW Government School. Students cannot enrol until this authority has been received by the school.

Parents are to provide documented evidence of a student's immunisation status upon enrolment.

Transfer Applications

Students from other government or non-government schools, interstate, New Zealand and Australian External Territories, who live within the school's designated intake area, may be enrolled. When students transfer from a NSW government school to Lisarow Public School, a Student Transfer Certificate must be presented. Student's records from interstate can be accessed using the interstate forms.

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.



Application for Non-Local Primary School Enrolment

Please read the information for parents on the back of this form

A: STUDENT INFORMATION

Family Name _____ Date of birth ____/____/____
Given Names _____ Male ☐ Female ☐ [tick one]
Address _____ Home Phone _____
_____ Post Code _____ Work Phone _____
Parent/Guardian's Name _____ Relationship to student _____
Present School _____ Present Year/Grade (K-6) _____

B: NON-LOCAL SCHOOL PLACEMENT REQUEST

School applied for: **Lisarow Public School** Year / Grade _____

Proposed date of enrolment _____

REASONS FOR APPLICATION _____

(Attach any further information that you feel may be relevant)

I have also applied for enrolment at the following non-local school _____

and at my local school _____

Parent/Guardian's Signature _____ Date _____

SCHOOL USE ONLY

Date received _____ Place available _____ Parent advised on _____

Notes: _____

**Forward this form to the Principal
of the non-local primary school at which you are seeking placement.**

Non-Local Primary School Placement

Information for Parents

Please Read Carefully Before Completing the Form

Parents may apply for the non-local enrolment of their child in up to two (2) schools of their choice in addition to their designated local school. A separate application form is required for each school.

Reasons for choosing non-local placements may include:

- change of residence
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- student welfare needs
- structure and organisation of the school
- travel arrangements and/or distance
- compassionate circumstances

The number of students a school may enrol is limited by the availability of classroom space and teaching staff. This means that we may not have room left for non-local enrolments after accommodating local children. To avoid disappointment, parents should check that there are places available in a school before applying.

Once a student enrolls in a non-local school, transfer to another non-local school will only be possible in exceptional circumstances. Transfer to the student's local school will be allowed if space is available.

Parents can appeal against decisions regarding non-local placement by firstly writing to Principal.

**Forward this form to the Principal
of the non-local primary school at which you are seeking placement.**