



Jannali East Public School Enrolment Policy

Introduction

This policy has been developed in consultation with the school community and is drawn from *Departmental Guidelines Enrolment of Students in Government Schools August 1997*.

Legislative Context

The government school system in New South Wales exists to provide high quality education for all students. The Education Act 1990 outlines the objects of education and the legal requirements for compulsory schooling.

In brief, the legislation requires students between the ages of six and seventeen 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 obligations are fulfilled.

General Principles Governing Enrolment

- ❖ A student is considered to be enrolled when an enrolment form has been completed by one or both parents, the name is placed on the DoE system and the student presents for enrolment.
- ❖ A student can be enrolled in one school only, at any given time (unless shared enrolment).
- ❖ Children are entitled to be enrolled at the public school that is within the school's designated intake area for their residence.
- ❖ Parents/Carers may seek enrolment at the school of their choice.
- ❖ School intake areas are determined by the Department of Education (DoE) through a process involving the Director and School Infrastructure NSW.
- ❖ Schools are required to have a written policy that states the grounds on which non-local enrolments may be accepted.
- ❖ The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- ❖ The policy and criteria should be expressed in plain English and community languages, where necessary.

Kindergarten Enrolment

The principal will advise the school community of the enrolment arrangements. Children may enrol in Kindergarten at the beginning of the school year if they turn 5 years of age on or before 31 July in the first year of school. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment.

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

Parents/Carers will also need to provide proof of address on enrolment.

Discrimination in Enrolment

In the context of the above principles and their application, which clearly constrain an individual's choice of school, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Enrolment Buffer

In accordance with the Enrolment of Students in Government Schools Policy of 1997, *No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements.* To this end, a buffer must be maintained in order to accommodate for local students arriving throughout the year.

Non-Local Enrolment Panel

Where demand for non-local places exceeds availability, the school will establish a Non-Local Enrolment Panel to consider and make recommendations on all non-local enrolment applications. The panel will comprise of the assistant principal, at least one other staff member (other than the principal), and one school community member nominated by the School Council. The panel will be chaired by the assistant principal who will have a casting vote.

The application of criteria for the accommodation of non-local students will be the responsibility of the Non-Local Enrolment Panel.

In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions. The decisions made by the panel must be made within the context of the policy and a buffer must be retained for local students arriving later in the year. The panel will record all decisions, and minutes of meetings are to be available, on request by the Director.

Non-Local Enrolment Applications

Priority for acceptance of non-local enrolment will be:

- Kindergarten enrolments with priority given to siblings of students already attending Jannali East Public School;
- for students where travel arrangements to Jannali East Public School are more convenient than travel to the local school;
- for students with child care arrangements where a relative, carer and/or before and after school care arrangements are best at Jannali East Public School;
- other special circumstances, eg medical.

The assistant principal will ensure that the established criteria are applied equitably to all applicants.

Waiting Lists

Waiting Lists will be established for non-local students if demand for placements exceed availability. Parents/Carers will be advised if their child is to be placed on a waiting list and his or her position on it.

Waiting lists are current for one year.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the assistant principal. The assistant principal will seek to resolve the matter. If the matter is not resolved at the local level, the principal or Director will consider the appeal and make a determination.

Short Term Attendance

Where a student enrolled at another school needs to attend Jannali East Public School for a short period of time the student will be regarded as a short-term attendee. The minimum period is 10 school days. These students will not be entered on the register of Jannali East Public School. The home school should maintain the student's name on the attendance register with information of attendance provided by Jannali East Public School at the end of the stay, or the end of each term.

Application for Non-Local Primary School Enrolment

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

A: Student Information

Family Name: _____ Date of Birth: _____
Given Names: _____ Male: Female:
Address: _____ Home Phone: _____
_____ Work Phone: _____
Parent/Guardian's Name: _____ Relationship: _____
Present School: _____ Present Year: _____

B: Non-Local School Placement Request

School applied for: _____ Year: _____
Proposed date of enrolment: _____
Reasons for Application: _____

(Attach any further information that you feel may be relevant)
I have also applied for the following non-local school: _____
And at my local school: _____

_____ (Parent/Guardian's Signature)

School Use Only

Date received: _____ Place available: _____
Parent advised on: _____
Notes: _____

Non-Local Primary School Placement Information for Parents

Please read carefully before completing the form

Parents/carers 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.

Criteria for accepting non-local placements may include:

- change of residence;
- move from a non-government school;
- compassionate circumstances;
- siblings already enrolled at the school;
- medical reasons;
- safety and supervision of the student before and after school;
- student welfare needs;
- particular educational programs or philosophies;
- structure and organisation of the school;
- size of the school;
- exceptional circumstances;
- travel arrangements and/or distance
- recent changes in local intake areas boundaries.

The number of students a school may enrol is limited by the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodating local children. To avoid disappointment, parents/carers 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.

Parents/carers can appeal against decisions regarding non-local placement by writing to the Assistant Principal / Principal.