

Beecroft Public School

Enrolment Policy

This policy has been developed in accordance with the Department of Education's 'Enrolment of Students in Government Schools' policy in consultation with the Principal and Parents and Citizens Association (P&C). The process of the development of this policy has been endorsed by the Director, Public Schools NSW.

General Principles

- 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 and that the child is eligible to attend.
- 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 policy which states the grounds on which non-local enrolments will 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. It should be made clear what consideration will be given to each of the criteria.

School Enrolment

Enrolment Ceilings

Beecroft Public School establishes an enrolment ceiling, based upon permanent accommodation.

Enrolment Buffer

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

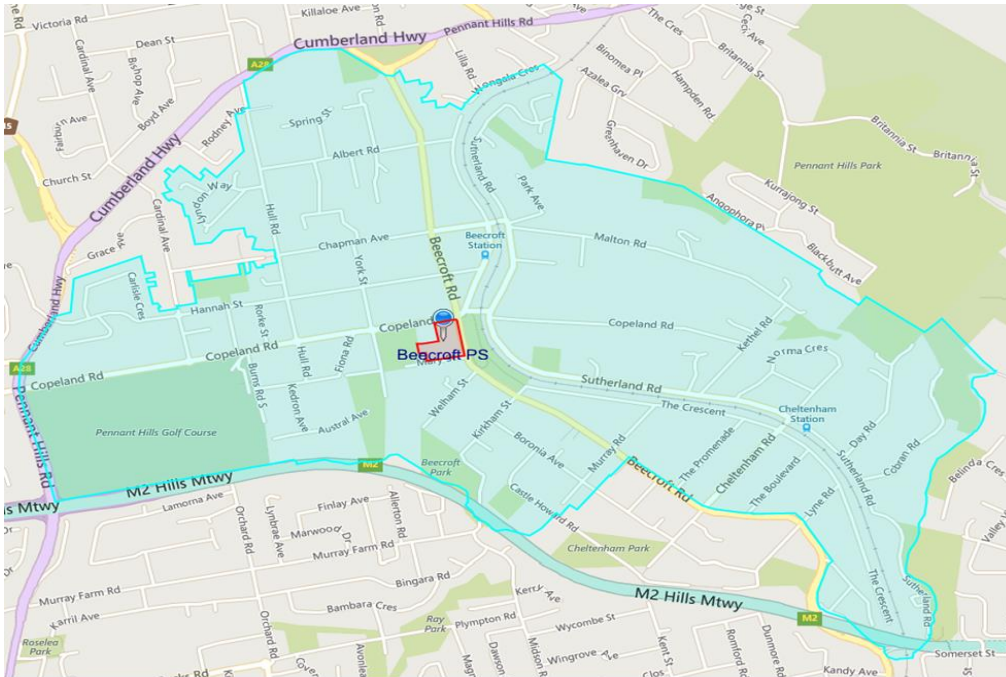
Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the enrolment intake area.

Procedures for students who live within the Beecroft Public School Enrolment Intake Area

Parents of students who live in the school enrolment intake area may apply for enrolment (Expression of Interest for Enrolment). Details regarding the Department's Enrolment Policy and associated documentation can be located at

www.schools.nsw.edu.au/gotoschool/enrolment/index.php.

+Please contact the school to make an initial enrolment enquiry.



Applicants must submit the following:

A completed 'Application to Enrol in a NSW Government School'.

The following original documents must be submitted along with the 'Application to Enrol' form:

Proof of the student's identity

1. Australian birth certificate OR current passport.
 - If your child was born in Australia, but parents were born overseas please provide the parents' current passports with proof of residency and/or visa papers.
 - If your child was born overseas, please provide his/her passport with proof of residency and/or visa papers and both parents' current passports with proof of residency or visa papers.
2. Immunisation certificate from Medicare.

Proof of student's residential address

A number of required proofs of address are required in addition to the Department requirements.

If you currently own your home, please bring the following:

- Current Council Rates Notice OR Contract of sale. **This MUST be the address where you currently live.**

Please note: If you are looking to buy or build in the enrolment intake area of BPS, enrolment cannot occur until you are currently living in the address specified, with the required proof.

If you are renting, please bring the following:

- Property Lease Agreement (a minimum of 12 months)
- NSW Rental Bond Board certificate or Rental Bond Board Lodgement receipt.
(Please be aware that we DO NOT accept a receipt from the Real Estate.)

In addition to the above, all applicants will need to provide **three** current documents that confirm your home address within our enrolment intake area.

These documents must be in the family name and the current residential address. One of the documents MUST be a utilities bill. The remaining two documents may include any of the following:

- o Water bill
- o Electricity bill
- o Gas bill
- o Phone bill
- o Bank Statement
- o Insurance
- o Credit card statement
- o Medicare statement

Any other relevant documents:

- Health Care Plans including ACSIA allergy plans and asthma plans.
- Family law or other relevant court orders.

Providing false information

Giving false information is a serious offence. In the event that the documents submitted are proven false information then any decision may be reversed. Section 307B of the Crimes Act 1900 provides a penalty for such an offence of up to 2 years' imprisonment or a fine of \$22,000 or both.

Declaration

As part of the enrolment process you will be asked to sign a declaration stating that all information given is not false. All documentation must be provided before a child can be placed in a class.

Non-Local Enrolments

Placement Panel

Due permanent accommodation a Placement Panel has been formed to consider non-local applications for enrolment. The panel consists of the Principal, a staff member and a nominee from the P&C. The panel, chaired by the Principal, meets in Week 8 of each school term. The placement panel determines the criteria for non-local enrolment.

Criteria for Non-Local Enrolment may include:

- Compassionate circumstances of a serious nature.
- Siblings already enrolled at the school.
- Medical reasons relating to disability provisions requiring the facilities of this school.

Please Note: The merits of your application for non-local enrolment will be assessed with all other non-local applications in Week 8 of each term by the school placement panel, who determine the success of each non-local enrolment application. Addressing the above criteria does not guarantee enrolment.

Criteria for Non-Local Enrolment

All applications for non-local enrolment, in accordance with the Department policy, must submit an 'Application for Non-Local Primary School Enrolment' form. The reasons stated must include all relevant details for a non-local enrolment (listed above). The Placement Panel will notify all applicants of the decision in writing.

Appeals

Where a parent wishes to appeal 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 Director, Public Schools NSW, to determine whether the stated criteria has been fairly applied.

Responsibilities of the Principal

With regard to enrolment, the school principal is responsible for:

- Preparing an enrolment policy in consultation with the school council.
- Informing present and prospective members of the school community about provision available at the school.
- Managing the school enrolments within the resources provided to the school.
- Advising the district superintendent of enrolment and curriculum trends in the school.
- Maintaining accurate and complete enrolment data.
- Establishing an enrolment ceiling to cater for anticipated local demand.
- Setting an enrolment number (a buffer) to cater for anticipated local demand during the year.
- Establishing a placement panel when demand for non-local places exceeds available accommodation.
- Documenting and promulgating the criteria for selection amongst non-local enrolment applications to parents and the school community.
- Making decisions on non-local enrolments at the school level wherever possible.

Procedures for Enrolment in Particular Circumstances

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 and residency in the local enrolment intake area is required.

Invitations will be sent to participate in the Transition to School Orientation Program which will begin at the end of Term 3.

Immunisation

Parents will need to provide an immunisation history statement issued by the Australian Childhood Immunisation Register (ACIR). The parent can ring the ACIR on 1800 653 809 to request another History Statement be provided to them if one is lost or mislaid.

The school records the immunisation status for each student and retains the immunisation history statement or photocopy of it. The copy of the immunisation history statement will be transferred with the student's records if they move to another primary school.

Where parents provide immunisation history from overseas they should be advised to consult a local doctor who can assess whether the child needs additional vaccines. The doctor will transfer the information to the **ACIR**.

Parents have the right not to have their child immunised. However, in the event of an outbreak of a vaccine preventable disease, the Health Department is notified. They will determine whether non-immunised children need to remain at home for the duration of the outbreak.

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

School communities have a responsibility to provide a range of opportunities for their gifted and talented students.

In primary schools, principals 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 entry to Kindergarten, the school should carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This should be undertaken by the school counsellor or a registered psychologist.

Judgements about the student's emotional maturity should include input from the student's parents and the school counsellor or psychologist.

For more detail on this matter, principals and parents should refer to the *Policy for the Education of Gifted and Talented Students 1991*, available from Curriculum Directorate.

Enrolment in Special Classes for Students who are Gifted and Talented

There are two Opportunity Classes (OC) at Beecroft Public School. These classes operate in Years 5 and 6 with students being nominated and assessed during Year 4. Parents wishing to have their child considered for OC placement should visit the following website:

<http://www.schools.nsw.edu.au/learning/k-6assessments/ocplacement.php>

Please note that siblings of OC students are not accepted if out of area.

Enrolment of Students with Special Learning Needs

The Department of Education provides a range of services and resources to support the education of students with disabilities. When considering the enrolment of a student with a disability, all these provisions are considered.

The decision on where to enrol a student with a disability, and with what level of support, will depend on a number of factors, including the student's educational needs, the expressed desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

In each case, when a student with a disability presents for enrolment, it is the responsibility of the principal to ensure that an appraisal of the student's educational needs is carried out. For some student's appraisal will have occurred as part of a planned transition process. For others, the appraisal will take place at the time enrolment is sought.

Appraisals will involve parents or caregivers and will entail consideration of the student's support needs in areas such as curriculum, mobility, social skills, personal care and communication. It will often involve consideration of supporting documentation from medical practitioners and other health and education professionals. District special education consultants are available to assist in this process, in particular, to identify the resources which may be available to support the enrolment.

Further information is available from Special Education Directorate, telephone (02)9886 7385, facsimile (02)9886 7377.

Enrolment of Non-Australian Citizens

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 School Education's International Student Programs, telephone (02) 9561 8209, facsimile (02) 9561 8613.

Under Commonwealth Government regulations, international students holding temporary visas have a lower enrolment priority than Australian citizens, permanent residents and approved temporary residents. If students on visitor visas directly approach a school, they should be referred to International Student Programs for their application to be evaluated. All enquirers should be advised that tuition fees are likely to apply.

Enrolment in Intensive English Centres

The Department makes provision for the *on arrival* ESL education and orientation needs of eligible secondary aged students from overseas countries, where English is not the spoken language, through its Intensive English Centres (IECs).

To be eligible for enrolment in an IEC, a student must meet all of the following residency and educational requirements. Students must:

- be a permanent or approved temporary resident
- be newly arrived in Australia, i.e. be applying for IEC enrolment within the first six months of arrival in Australia
- speak a language other than English as their first language, and require intensive ESL instruction to enable them to participate in secondary education

Home Schooling

A parent of a child may apply in writing to the Minister for registration of the child for home schooling.

A Board of Studies inspector or other authorised person under the *Education Reform Act 1990* will recommend to the Minister to register, or not register, a child for home schooling.

Parents can appeal to the *Schools Appeals Tribunal* against a recommendation not to register. Refer to *Education Reform Act 1990* Part 7, pages 29-35.

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 learned the appropriate skills to manage this behaviour.

If the principal has approved the enrolment and the school has received the student records a risk assessment may be considered prior to commencement.

For further information, please contact our School Administration and Support Staff on telephone 02 9484 8844 or via email at beecroft-p.School@det.nsw.edu.au

We look forward to discussing your child's educational future with you.

Tanya Rose

Principal

Policy Updated October 2016