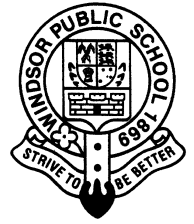


# WINDSOR PUBLIC SCHOOL

## ENROLMENT POLICY

Revised 2019



### Revised Rationale

The Enrolment of Students in NSW Government Schools policy is in place to assist schools to meet their obligations under the Education Act 1990 - to ensure that every student has a place at their local school. The policy also communicates to staff and the community a transparent enrolment process.

### Why was the enrolment policy revised?

Across the state, many communities are changing. Some are growing at rates never seen before. Some schools that used to be able to accept out-of-area enrolments, no longer have the room to do so. The revised policy is designed to support schools to manage all enrolment applications, encourage greater consistency in decision-making and make sure the enrolment choices are clear for parents.

### What are the changes?

The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. The enrolment cap tells us whether the school may or may not have the capacity to accept nonlocal enrolments. It is not a target or limit on the number of local enrolments a school can take.

Each school with a local intake area will have a cap set by the department from Term 4 2019.

Within the enrolment cap, a number of enrolment places (the buffer) must be kept aside for the likely number of local students who will need to enrol during the year. For this reason, a school will not take non-local students once they reach their buffer, unless there are exceptional circumstances.

### 100-point residential address check

Parents planning to enrol their child at a school that is near or at its buffer or cap will be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area. This means parents will need to provide documents to verify the child's current address.

So that schools only seek information relevant to the child's enrolment, a list of approved documents for the residential address check is available from the school or the department's website at :

<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nswgovernment-schools>.

### **Documents required showing full name of child's parent -**

1. Only one of (i.e. no additional points for additional documents)

1.1. *Council rates notice*

1.2. *Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt*

1.3. *Exchanged contract of sale with settlement to occur within the applicable school year*

**40 Points**

2. Any of the following

2.1. *Private rental agreement for a period of at least 6 months*

2.2. *Centrelink payment statement showing home address*

2.3. *Electoral roll statement*

**20 Points each**

3. Any of the following documents

3.1. *Electricity or gas bill showing the service address\**

3.2. *Water bill showing the service address\**

3.3. *Telephone or internet bill showing the service address\**

3.4. *Drivers licence or government issued ID showing home address\**

3.5. *Home building or home contents insurance showing the service address*

3.6. *Motor vehicle registration or compulsory third party insurance policy showing home address*

3.7. *Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.*

*\* up to three months old*

**15 Points each**

### **Selection criteria for non-local enrolment**

Sibling enrolments are now clearly prioritised (where possible) and selection criteria for non-local enrolment will not include student ability, performance or achievement.

Schools will continue to enrol students who live in their local intake area, regardless of the school's cap status.

Enrolment procedures for students accessing particular education settings (for example selective schools, distance education, specialist support classes for students with disability, Intensive English Centres) are not affected by the revised policy.

In schools with available places, there are no changes to enrolment rights of siblings of non-local students. Each enrolment application is considered on its merits, including if siblings currently attend the school. If the school is below capacity, out-of-area applications for siblings of current students will be given enrolment priority.

Schools will continue to provide families with support and advice during the enrolment process, including assessment of exceptional and compelling circumstances particularly for vulnerable students and their families.

Schools will also continue to apply the policy fairly and consistently using transparent and accountable processes when making decisions about enrolment applications.

Parents have a right of appeal to determine whether the stated processes have been applied in a procedurally fair manner.

### **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 into the school system and the student presents for enrolment.
- A student can only be enrolled in one school at any given time.
- Children are entitled to be enrolled at the public school that is the zoned designated area for their residence.
- Parents may seek enrolment at the school of their choice.
- School local areas are determined by the Department of Education.
- 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 the local school if they choose 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 the 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. It should be made clear what consideration will be given to each criterion.
- Windsor Public School at all times attempts to maintain the enrolment ceiling in each grade so as to keep student/teacher ratios at a level which is most beneficial to both students and school. (K-20, Yr1-22, Yr2-24, Yrs3-6:30)
- Where possible a buffer of two students per class is maintained in order to accommodate for local students arriving throughout the year.

### **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<sup>st</sup> July in that year. Documentation providing proof of age, such as a birth certificate or passport, is required prior to enrolment. The enrolment of eligible children in Kindergarten is to commence within the first week of the school year. The Public Health Act (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment. Parents have the right of not having their children immunised. However, under the Public Health Act (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.

## **Early Enrolments of Students who are 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 considered for early entry to Kindergarten, the school should carry out a comprehensive evaluation of intellectual functioning, academic skills and socio-emotional adjustment. This should be undertaken by the school counsellor or a registered psychologist. Those considering early enrolment may note that a review of research reveals a consensus that, for successful outcomes, a child should be within 6 months of the approved entry age. (Guidelines for Accelerated Progression, Board of Studies, NSW 1991.

## **Non-Local Enrolment**

- The school will consider non-local enrolments that will maintain the least number of combined classes.
- Priority for acceptance of non-local enrolments will be:
  1. Kindergarten enrolments with priority given to siblings of children already attending Windsor Public School;
  2. Child care arrangements where a carer has children attending Windsor Public School;
  3. Child care arrangements where the child will be attending a child care facility that drops off and picks up children to and from Windsor Public School;
  4. Medical reasons;
  5. School can offer a requested program that the local school can not;
  6. Compassionate circumstances;
  7. General applications received throughout the year that meet the criteria as per the Non-local Primary School Placement Information for Parents form.
- Non-local enrolment offers will be made after an interview with the child, parent and Principal. The school's Non-Local Enrolment committee comprising the Principal (Convenor), executive and a staff member will then consult to determine placement.
- Offers of non-local enrolment will be made by the Principal, requiring the parent to notify the school of acceptance or decline within 7 days.
- Acceptance of a non-local application will only be done after consultation with the Principal of the school designated as the child's local school.
- Unsuccessful non-local applicants will be placed on a waiting list and advised in writing if a place becomes available.
- Where a parent wishes to appeal the decision of the Non-local Committee, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved the Director Educational Leadership will consider the appeal and make a determination. The Director Educational Leadership will consult with the relevant Principals as necessary.

### **Enrolment Caps**

The Principal will establish an enrolment cap, based on available permanent accommodation.

The agreed formula to determine this is to multiply the amount of permanent learning spaces on site by 23.1 (for Windsor PS  $23.1 \times 12 = 277$  students)

Demountables are not usually counted towards the enrolment cap unless replacement accommodation is under construction.

### **Enrolment Buffer**

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

Within the enrolment cap, 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 area. Places in the buffer are not to be offered to non-local students. (see Appendix 2)

### **Student Transfers**

A request for 'student background information form' will be generated via email/fax between Principals to determine any significant history in relation to violence or other discipline issues, prior to accepting enrolment of new students.

For further gathering of information refer to Legal Bulletins 40 (Collection, use and disclosure of information about students with a history of violence).

### **Consideration of declining an application**

In the first instance, Principals will continue to consider applications for non-local enrolment on the basis of Department policy and consistent with the criteria for non-local enrolments stated in the school's enrolment policy. Non-local applications may be declined due to lack of accommodation or because others have been given higher priority on the basis of school enrolment policy criteria.

However, where a local enrolment or a non-local enrolment that might otherwise be eligible for enrolment requires further consideration on the basis of the risk they pose to staff, other students or themselves, the directions in the following paragraphs are to be applied.

If, after considering the application to enrol, all documentation relating to the student provided by the previous school(s), and having explored possible strategies to accommodate the student, the principal forms the opinion that there may be grounds to decline the enrolment of the student on the basis of a risk assessment, contact must be made with the School Education Director to discuss the matter before making any decision and/or providing the applicant with a decision.

## **Short Term Attendance**

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

## **Applications from students from interstate**

In relation to students applying to enrol from interstate schools, the Principal will comply with the national Interstate Student Data Transfer Note procedures. See Memorandum DN/06/00020 Introduction of Interstate Student Data Transfer Note from the DDG, Schools of 19 January 2006.

## Responsibilities and delegations

### 1. Parents/carers:

**1.1** have the **duty of enrolling a child** of compulsory school-age at a government school or registered non-government school, or to register for home schooling.

**1.2** when required by the school, provide accurate information and documentation necessary to allow the school to establish a child's entitlement to enrol and to implement any risk assessments or management plans at the school.

### 2 Principals:

**2.1** accept or decline applications for enrolment in accordance with this policy's implementation procedures.

**2.2** maintain an enrolment register containing accurate enrolment data.

**2.3** arrange to obtain relevant student information, oversee risk assessments, and develop risk management plans for prospective students with special needs, including students with disability, or with safety, health or wellbeing concerns.

**2.4** develop selection criteria, which are not unlawfully discriminatory, for non-local enrolment applications for use when demand exceeds the number of places available.

**2.5** take reasonable steps to ensure that a student with disability can apply for enrolment on the same basis as a student without disability and without experiencing discrimination.

**2.6** inform parents and community members about the school's procedures for enrolment.

**2.7** determine appeals to applications for enrolment and adult enrolment that have been declined by enrolment panels, provided they are not part of the panel.

**2.8** share information relevant to student and school safety with other principals when transfer of information is requested in order to enrol a child in another school in accordance with this policy's implementation procedures.

**2.9** operate within enrolment caps and local enrolment buffer levels.

**2.10** advise the Director, Educational Leadership of enrolment trends in the school.

**2.11** have **delegated authority** to grant exemptions from enrolment for students who have completed Year 9 and been approved to undertake a full-time apprenticeship or traineeship, under **section 25 of the Education Act 1990**. This applies to secondary, community and central school principals only.

**2.12** have **delegated authority** to refuse enrolment where a student has a documented history of violence and under section **34(4)(b) of the Education Act 1990**. This is subject to compliance with the requirement to conduct a risk assessment in accordance with **Part 5A of the Education Act 1990** and to engage in consult with the Director, Educational Leadership.

### **3 Teachers:**

**3.1** may be nominated to participate in enrolment panels.

### **4 Directors, Educational Leadership**

**4.1** determine appeals to applications for enrolment that have been declined and cannot be resolved by the principal in circumstances where they have had prior involvement in a matter.

**4.2** monitor implementation of enrolment caps and local enrolment buffer levels in consultation with School Infrastructure NSW.

**4.3** review and endorse school procedures for enrolment.

**4.4** assess and approve the principal's decisions in relation to enrolment applications for enrolment in particular circumstances.

**4.5** consult with principals proposing to refuse enrolment under **section 34(4)(b) of the Education Act 1990**.

**4.6** have **delegated authority** to grant and cancel exemptions from enrolment for students who have completed Year 9 and have approval to undertake a full-time apprenticeship or traineeship, under **section 25 of the Education Act 1990**.

### **5 Executive Directors, School Performance**

**5.1** with the responsibility for schools, have the **delegated authority** to grant exemptions from enrolment in particular circumstances under **section 25 of the Education Act 1990**.

### **6 Deputy Secretary, School Operations and Performance**

**6.1** has the **delegated authority** to grant exemptions from enrolment in particular circumstances under **section 25 of the Education Act 1990**.

### **7 Secretary, Department**

**7.1** may direct a student to be enrolled in a specified school, in certain circumstances under **section 26H of the Education Act 1990**.

**7.2** designates **school intake areas**.



**7.3** has authority to grant exemptions for students from attending certain classes under section 26 of the Education Act 1990.

