



## Holbrook Public School Enrolment Policy

### Purpose

Every child is 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.

Parents may also seek to enrol their child in the school of their choice. These guidelines outline the general principles and procedures to be followed when enrolling local and non-local students at Holbrook Public School.

Holbrook Public School's ("HPS" or "the School") enrolment policy is based on New South Wales Department of Education ("NSW DoE") guidance set out in *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy 1997*.

Parents interested in enrolling their children at Holbrook Public School should contact the school for an appointment. Students will not necessarily be enrolled on that day, as the school requires time to gather valuable information that will assist in placing students where their needs are best met. Deferring the finalisation of enrolment may be necessary to ensure certain actions have taken place. For example, personalised planning and support, behaviour management plans, individual health care plans and emergency response plans.

### 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.
- Parents may seek to enrol their child in the school of their choice.
- School local areas are determined by the New South Wales Department of Education through a process involving consultation between the Properties Directorate and the Director of Educational Leadership, Albury Network.
- 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.

To find out more about the quality education programs on offer in our school, please call, visit or email us:

**Principal (Rel.): Nathan Fisher** Albury Street Holbrook NSW 2644 T 6036 2021 F 6036 2901

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## Local Enrolments

The school will make a place available for students of compulsory attendance age who live within the local intake area. The principal may refuse enrolment to a student who is under suspension from another school, or who has a documented record of previously violent behaviour and there is evidence that the student may not have learned the appropriate skills to manage this behaviour.

## Guidelines

### *Kindergarten*

All children must be in compulsory schooling by their 6th birthday. Children can start Kindergarten at the beginning of the school year if they turn 5 on or before 31 July that year. Documentation providing proof of age, such as birth certificate or passport is required on enrolment. Students should start school at the beginning of the school year.

### *Children with disability or special learning needs*

The Department of Education provides a range of services and resources to support the education of students with disabilities. These include:

- targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes
- special schools
- modifications to buildings to facilitate access
- provision of specialised equipment and technology
- special transport services.

When considering the enrolment of a student with a disability, all of these provisions should be 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 many situations it will be possible to enrol a student with a disability at the desired school with the necessary level of specialist support. In some circumstances the level of support required, or the specialist nature of that support, will necessitate alternative enrolment options being provided. 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 students, 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. The Learning and Support Teacher will assist in this process, in particular, in identifying the resources which may be available to support the enrolment.

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## *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.
- Students on a Visitor's Visa may enrol for a maximum of three months, but must arrange their enrolment through the International Students Program.

## *Short Term and Part Time Attendance*

For a variety of reasons, a student may be enrolled for a short time (no longer than one term) at a school. The student will remain enrolled at the home school and the host school will send a record of attendance to the home school at the end of the stay, or at regular agreed intervals.

## **Enrolment Ceilings**

Holbrook Public School has an enrolment ceiling which is based on available permanent accommodation. De-mountables are not usually counted towards the enrolment ceiling unless replacement accommodation is under construction.

The enrolment ceiling is based on the Department of Education's class size guide: Kindergarten = 20, Year 1 = 22, Year 2 = 24, Years 3-6 = 30 and an average class equaling 26 students. The school currently has six home classes. This provides an **enrolment ceiling of 156 with the present staffing entitlement**.

## **Enrolment Buffer**

Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. At Holbrook Public School, our enrolment buffer is currently two students per class. This buffer is based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements. Places in the buffer will not be offered to non-local students. In schools where spare accommodation exists, except for enrolments at the commencement of the school year, non-local placements must not generate demand for extra staff or create disruption to school routine.

## **Year Group Ceilings and Buffers**

<b>Year</b>	<b>Ceiling</b>	<b>Local Enrolment Buffer</b>
Kindergarten	20	2
Year 1	22	2
Year 2	24	2
Year 3	30	2
Year 4/5	30	2
Year 5/6	30	2

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## Holbrook Public School's Enrolment Ceiling

Block	Available Rooms	Current Use	Ceiling
A	Office spaces and meeting room	Administration building	0
B	1 x classroom Dance Studio	5/6 Home Classroom Dance Studio	30 0
C	1 x classroom	Year 2 Home Classroom	24
D	Meeting room 1 x classroom 1 x classroom	School Counsellor MiniLit and RFF Classroom Year 1 Home Classroom	0 0 22
E	1 x classroom	Kindergarten Home Classroom	20
G	Library Computer Room	Library Computer Room	0 0
J	1 x classroom Art Room	4/5 Home Classroom Art Room	30 0
K	Staffroom 1 x classroom 1 x classroom	Staffroom Year 3 Home Classroom Literacy/Numeracy/RFF Classroom	0 30 0
M	Hall	Hall	0
			<b>156</b>

### Placement Panels

At Holbrook Public School, when demand for non-local places exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel includes at least one staff member, other than the principal, and one school community member nominated by the school's parent organisation. The panel will be chaired by the principal who will have a casting vote.

While there may be consultation with school community, the development of criteria for the enrolment of non-local students will be the responsibility of the placement panel. The criteria will be consistent with the general principles governing enrolment listed above.

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 placement panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year. The placement panel should record all decisions and minutes of meetings are to be available on request by the Director of Educational Leadership, Albury Network.



## Criteria for Non-local Enrolment Applications

Criteria for selecting non-local enrolment applications should be documented and made available, in advance, to parents who are interested in enrolling their children.

Criteria could include factors such as (criteria are not listed in a priority order):

- proximity and access to the school
- siblings already enrolled at the school
- access to single-sex education
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school.

The principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they request it.

## Waiting Lists

Parents will be advised in writing by the placement panel if their child is eligible to be placed on a waiting list and his or her position on it. The size of the waiting list reflects realistic expectations of potential vacancies. 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 principal. Where required, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter. The purpose of the appeal is to determine whether the stated criteria and process have been applied fairly.

## Proof of Residence

The Principal can seek any information they consider to be of assistance in determining an address. Such evidence may include council rate notices, accounts for water, electricity or telephone, lease documents or electoral enrolment confirmation. If a person claims that they are living with someone with no formal lease arrangements, the Principal can ask for a statutory declaration from them and/or the landlord.



## Key Responsibilities

### Responsibilities of the Principal

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

- preparing an enrolment policy in consultation with the school community
- 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 Director, Educational Leadership 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

### Responsibilities of the Director, Educational Leadership

With regard to enrolment, the district superintendent is responsible for:

- monitoring enrolment policies, procedures, numbers and ceilings at all schools in the area
- making determinations for out of area placements which cannot be resolved at the school level
- monitoring schools' local areas in collaboration with principals, superintendents of adjacent districts (where appropriate) and the Director of Properties.

### 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.*

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## **Refusal of Enrolment**

Principals 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.

*Refer to Procedures Concerning Suspension, Exclusion and Expulsion of Students from School and Declaration of Place Vacant, June 1996, available from Educational Services.*

## **Ratification**

This policy has been developed in conjunction with the School Council, staff and Nathan Fisher, Relieving Principal September, 2018.

## **Review**

The policy will be reviewed and ratified by the School Council, staff and Principal every three years, or earlier if policy requirements change.

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## APPENDIX A

### **Holbrook PS – Procedural Checklist for all enrolments**

Please read information for parents on the back of this form

The following list of actions is reviewed and adjusted at the beginning of each school year, or as necessary.

- Check residential address (documentation is required).
- Sight birth certificate and immunisation certificates.
- Check school / department criteria if child has any disabilities or special needs.
- Parent completes Application for Enrolment.
- Transfer Certificate is attached.
- Inform parents/carers - bus form / private conveyance - online
- Parent Information Book / Family Information Sheet (to be completed) handed to parent.
- Principal / Executive interviews child and parent.
- Principal / Executive allocates child to class/introduces child to Student Representative Councillor, parent to class teacher.
- School Assistant enters Admission Register Number on Application Form via computer.
- Complete entry on computer file.
- Amend class list.
- Enrolment details given to teacher.
- School Assistant Requests Record Card from previous school. If student is from interstate, complete new Student Record Card.
- File enrolment form.
- Add copy of non-local placement panel letter of enrolment offer to enrolment form.
- Add details to record card on receipt from previous school.
- A student may be refused enrolment on the grounds of previous documented violent behaviour e.g. suspension, exclusion, expulsion.





## APPENDIX B NON-LOCAL PRIMARY SCHOOL PLACEMENT INFORMATION FOR PARENTS

***PLEASE READ CAREFULLY BEFORE COMPLETING THE FORM***

Every child is 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, however, for various reasons some parent/carers may wish to enrol their child in a non-local government school.

The number of students a school may enrol is limited by the availability of classroom positions and enrolment buffers to accommodate local enrolments during the year. This means that some schools may not have room left for non-local enrolments. Parents/carers may apply to be considered for non-local enrolment and placement on our waiting list.

Applications will be considered by the Principal and/or placement panel where applicable, who will determine the availability of places and the validity of the application based on the criteria below.

### **Criteria for requesting non-local placements may include:**

- proximity and access to the school
- siblings already enrolled at the school
- access to single-sex education
- medical reasons
- safety and supervision of the student before & after school
- availability of subjects or combinations of subjects
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school

### **Appeals**

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. Where required, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter. The purpose of the appeal is to determine whether the stated criteria and process have been applied fairly.

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## APPENDIX C

### Application for Non-local Primary School Enrolments

Please read information for parents on the back of this form

#### A. STUDENT INFORMATION

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male  Female

Address: \_\_\_\_\_

Home Phone/Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Parent/Caregiver's Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Present School: \_\_\_\_\_

#### B. NON-LOCAL SCHOOL PLACEMENT REQUEST

School applied for \_\_\_\_\_ Year \_\_\_\_\_

Proposed date of enrolment \_\_\_\_\_

Reason for Application:

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I have also applied for enrolment at the following school: \_\_\_\_\_

and at my local school: \_\_\_\_\_

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

Parent/Caregiver's Signature: \_\_\_\_\_

Date: \_\_\_\_\_