Captains Flat Public School

Enrolment of Students Policy

August 2011

Update due: August 2014

Background Legislative Context

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

In brief, the legislation requires students between the ages of six and fifteen 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 he or she is placed on the admission register of a school.
• 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 Department of Education and Training through a process involving consultation between the Properties Directorate, the District Superintendent and the School Principal.
• 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 staff and permanent classroom accommodation.
• No person will be discriminated against in enrolment on the grounds of their sex, age, religion, ethnicity, disability, sexual preference or marital status.

(All relevant department policies will apply)

Enrolment ceiling for two classes

<table>
<thead>
<tr>
<th>K/1/2</th>
<th>- 22 students</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4/5/6</td>
<td>- 28 students</td>
</tr>
</tbody>
</table>

Total 50 students

Enrolment ceiling for three classes

<table>
<thead>
<tr>
<th>K/1/2</th>
<th>- 22 students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/3/4</td>
<td>- 26 students</td>
</tr>
<tr>
<td>4/5/6</td>
<td>- 28 students</td>
</tr>
</tbody>
</table>

Total 76 students
Enrolment Buffer

After the average of 18 students in K, 20 students in Year 1, 22 students in Year 2, and 28 in 3/4 and 5/6 non-local placements will be accepted unless local enrolments increase to such an extent that an additional staff member and classroom are provided.

Places in the buffer are not offered to non-local students.

Placement Panels

The school has a placement panel to consider and make recommendations on all non-local enrolment applications affected by the school’s enrolment buffer. The composition of the panel will be one staff member other than the Principal, the Principal, and one school community member nominated by the P & C. The panel will be chaired by the Principal. The composition of the panel will be reviewed annually.

Criteria for Non-local Enrolment Applications

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

• Proximity and access to the school
• Siblings already enrolled at the school
• Medical reasons
• Safety and supervision of the student before and after school
• 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.

Responsibilities of the Principal

With regard to enrolment, the school Principal is responsible for:-

• Preparing an enrolment policy in consultation with the P & C
• Informing present and prospective members of the school community of our enrolment procedures
• 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
• Documenting and informing parents and the school community of the criteria used when considering non-local enrolment applications
• Decisions on non-local enrolments at the school level wherever possible
• Implementing decisions of the placement panel on non-local enrolments applications
**Kindergarten Enrolment**

1. The Principal will advise the parent body and the school community of the enrolment arrangements for the next year’s Kindergarten children, including the policy on immunisation and will arrange for Orientation Days to be held in Term 4 each year for intending Kindergarten enrollees for the following year. Experts in Hearing, Oral Speech, Maths etc in-service parents.

2. Information concerning any intending enrolments will be sought in the middle of the school year before the child attends to allow organisation of classes for the following year.

3. Parents are to provide the school with details of their child’s immunisation status.

4. Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year.

5. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.

6. Whilst it is the intention that children be enrolled at the beginning of the year, parents who choose to enrol eligible children after the beginning of the school year may do so, up to the end of Term 2.

7. The Principal will enrol in Kindergarten, students on transfer from another school and children reaching the statutory age of six years who present for enrolment.

8. Kindergarten Starter Packs are made available to all prospective parents.

9. Provision is made for children with special needs. These enrolments will be done along Departmental Guidelines.

Refer to:-

The *Public Health (Amendment) Act 1992* requires parents to provide documented evidence of a child’s immunisation status on enrolment in schools, pre-schools and child care centres.


Parents have the right of not having their children immunised.


Note: All relevant and associated Departmental Policies apply.