



## Enrolment Procedures

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## General principles regarding enrolment

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

It is required that students between the ages of six and seventeen be:

- enrolled at a government or registered non-government school.
- attending 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.

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 (their zoned/ local school). Enrolment may be conditional if there is a history of violence.
- Parents may seek to enrol their child in the school of their choice.
- School local areas are determined by the Department of School Education, through a process involving consultation between the Asset Management Directorate and the network Director, Educational Leadership, Lismore 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/her local school if desired.

## Enrolment ceiling

The enrolment ceiling (total number of students that may be enrolled) at Wyrallah Road Public School is 416. This is calculated by allowing 20 enrolments in single grade Kindergarten classes, 24 enrolments in Yr1-2 classes and multi-stage classes containing Kindergarten students, and 30 enrolments in Yr3-6 classes.

## Buffer zone

There are 18 permanent (and three demountable) class learning spaces at Wyrallah Road Public School. The buffer zone (the number of places left available for local enrolments during the year) is 18. This is based on historical data and the number of available learning spaces.

Description	Capacity (per class)	Buffer (per class)	Available (per class)
Kinder	20	1	19
Year 1-2	24	1	23
Year 3-6	30	1	29

## Non-local enrolment

The school has a placement panel to consider and make recommendations on all non-local enrolment applications. While there may be consultation with the school P&C or other school community representative structures, 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.

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. For any application to be accepted there must be availability within the class in which the child is to enrol.

It is important to note that if this school enrolls a non-local student, it DOES NOT guarantee the future enrolment of his or her siblings. If at the time we are not near the buffer, siblings should be able to be enrolled. If the school is nearing its buffer, the enrolment panel will consider the enrolment, with priority given to them. If the school has reached its enrolment cap it will not be able to accept non-local enrolment applications unless there are exceptional circumstances.

### **Agreed criteria for determining acceptance of non-local enrolment application**

Wyrallah Road Public School enrolment panel have agreed upon the following criteria:

- 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 panel's decision if requested.

### **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.

### **Waiting Lists**

Waiting lists may be established for non-local students. Parents will be advised in writing if their child is to be placed on a waiting list. The size of the waiting list should reflect realistic expectations of potential vacancies. Waiting lists are current for one calendar year.

### **Appeals**

The principal will seek to resolve the matter. If the matter is not resolved at the local level, the Director, Educational Leadership (Lismore Network) will consider the appeal and make a determination. The Director will consult with the relevant principals and school communities as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly within the context of the school enrolment ceiling.

## **Responsibilities of the Principal**

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

- preparing enrolment procedures
- 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 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 for non-local enrolment applications
- 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

## **Kindergarten Enrolment**

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. 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. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment.

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.

Refer to Memorandum to Principals 86.205, Kindergarten Enrolment: Policy Change, 30 September 1986.

## **Immunisation**

We support the immunisation of children, before they enter Kindergarten in NSW Public Schools, to protect them against outbreaks of infectious diseases. When enrolling a child, parents/caregivers will be asked to provide an Immunisation History Statement.

The Immunisation History Statement can be obtained by contacting the Australian Childhood Immunisation Register on 1800 653 809.

A child without an Immunisation History Statement will not be prevented from enrolling. Under the NSW Public Health Act 1991, however, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

## **Early Enrolment of Students who are 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. Judgments 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.

### **Children presenting for enrolment**

- ❖ If the children are in zone then their application must be accepted. If the parent does not have a transfer form (T1), the child may be placed on the Attendance Register provisionally, but not on the Admissions Register until information from the original school is requested and received.
- ❖ Non-local enrolments must be supported by an *Application for Non-Local Primary School Enrolment* form. A panel may be formed to determine if the school is able to accept the enrolment using the criteria previously determined in the procedures.
- ❖ Parents of all newly enrolled children will need to complete an *Enrolment Application* form.
- ❖ Executive will contact previous school to determine if any further information can be (or needs to be) noted.
- ❖ If a student has a history of violence, the enrolment will not be completed until documents from previous school are received, reviewed and acted upon, including support services (if needed) sourced and risk assessment made.
- ❖ If information supplied for an enrolment proves to be incorrect, misleading or false, then the enrolment will not be finalised until a thorough review has been completed.

Reviewed by school executive on: 6.8.20

Signed:



Mark Scotton Principal

Ratified by P&C Committee on: submitted to the P&C for ratification

Signed:

P&C Representative



Education

APPLICATION FOR  
NON-LOCAL PRIMARY SCHOOL ENROLMENT

*Please read the information for parents on the back of this form*

**A: STUDENT INFORMATION**

Family Name ..... Date of Birth ...../...../.....  
Given Names: ..... Male  Female  tick one  
Address: ..... Home Phone: .....  
.....Post Code ..... Work Phone: .....  
Parent/Guardian's Name: ..... Relationship to student .....  
Present School: ..... Present Year (K-6).....

**B: NON-LOCAL SCHOOL PLACEMENT REQUEST**

School applied for .....Year .....

Proposed date of enrolment .....

Reason for application .....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

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

I have also applied for enrolment at the following non-local school .....

And at my local school .....  
Signature ..... Date: ..../...../.....

Parent/Guardian's

## SCHOOL USE ONLY

Date received: ..... Place available? ..... Parent advised on .../.../.....

Notes: .....

**Forward this form to the Principal of the Non-Local Primary School at which you are seeking placement.**

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

**PLEASE READ CAREFULLY BEFORE COMPLETING THE FORM**

Parents 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.

Priority for enrolment will be given to students entering Kindergarten in the following year. Places may be available in Years 1-6.

Reasons for choosing non-local placements may include:

- ❖ Change of residence
- ❖ Move from a non-government school
- ❖ 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 organization of the school
- ❖ Size of the school
- ❖ Particular disciplinary procedures
- ❖ Attitude to school uniforms
- ❖ Travel arrangements and / or distance

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 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. Transfer to the student's local school will be allowed if space is available.

Parents can appeal against decisions regarding non-local placement by writing to the Director, Educational Leadership, Lismore Network, 608 Ballina Road, Goonellabah, NSW 2480.

**FORWARD THIS FORM TO THE PRINCIPAL OF THE NON-LOCAL  
PRIMARY SCHOOL AT WHICH YOU ARE SEEKING PLACEMENT**