**Wallsend Public School**

**Enrolment Policy 2018**

Parents or carers of children of compulsory school age are responsible for ensuring their child attends school every day. Children must commence school by age 6 and then complete year 10.

After Year 10 and until they turn 17, students must be:

* in school or registered for home schooling or
* in approved education or training (e.g. TAFE, traineeship, apprenticeship) or
* in full-time, paid employment (average 25 hours/week) or
* in a combination of work, education and/or training.

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**GENERAL ENROLMENT 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 Department of Education school only at a given time. Parents may seek to enroll their children in the school of their choice.

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.

School local areas are determined by the Department of Education through a process involving consultation between relevant Directorates. To locate NSW Public School and their intake areas please go to <https://education.nsw.gov.au/public-schools/going-to-a-public-school/finding-a-public-school>

Schools need to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it. The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

**ENROLMENT CEILING**

The enrolment ceiling is based on the following recommended class sizes from Department of Education. The Department of Education policy states that classes need not exceed these numbers, however school organisation from year to year may necessitate larger numbers in some classes.

 Kindergarten: 20

 Year 1 22

 Year 2 24

 Year 3-6 30

The enrolment ceiling is also based on available permanent accommodation. For the purpose of this policy permanent accommodation will be defined as buildings which have been continuously and permanently occupied for five years.

There are therefore 11 classrooms available for accommodation of mainstream classes at Wallsend Public School. The twelfth classroom is designated as a district class for mildly intellectually delayed students who are offered a placement according to the procedures for accessing support for students with a disability in this category. This class is capped at 18 students.

Therefore, an enrolment ceiling of 300 exists at Wallsend Public School based on permanent accommodation of 12 classrooms.

**ENROLMENT BUFFER**

An enrolment buffer two student places per grade level from Kindergarten to Year 6 will be kept to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students. Therefore, once enrolments reach 290 enrolments will not be offered to non-local applicants.

**REFUSAL OF ENROLMENT**

The Principal may refuse enrolment of a student on the grounds of previously documented violent behaviour as defined in the Department of Education Suspension and Exclusion of Students Policy. If there is evidence that the student has not learned the appropriate skills to manage or improve this behaviour, or the necessary support can be gained and put in place for the student, then the enrolment cannot proceed

A child on suspension will not be enrolled until the suspension made by the previous school has been resolved.

**TRANSFER APPLICATIONS**

Under Department of Education policy the Principal must contact the previous school of all transferring students so as to implement any existing management plans for that student.

Students from other government or non-government schools may transfer to Wallsend Public School within this policy’s guidelines. When students transfer from one NSW school to Wallsend Public School, a *STUDENT TRANSFER CERTIFICATE* must be completed. If this certificate is not available the previous school will be contacted.

The District School Counsellor’s assistance may be required to establish the appropriate year and level of study for students from interstate or from a non-government school.

**PLACEMENT PANEL**

If the demand for non-local places exceeds availability, a placement panel will be established to consider and make recommendations on all non-local applications. The panel will consist of a quorum of Principal, Executive representative, staff representative and P & C President or delegate.

**CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS**

The following criteria will be applied equitably to all non-local applicants.

* Siblings already enrolled in the school;
* Compassionate circumstances (grandparents or caregivers living in school zone);
* Safety and supervision of children before and / or after school;
* Special interests and abilities of the student;
* Specific programs or opportunities at Wallsend Public School ;
* Structure and organisation of the school;
* Proximity and access to school.

**WAITING LIST**

A waiting list will be established if needed. Parents will be informed in writing if their child is to be placed on the waiting list.

**APPEALS**

Appeals against the panel’s decision need to be made in writing to the Principal. The Principal will seek to resolve the matter.

If the matter is not resolved at school level, the parent may seek advice from Educational Services Learning and Wellbeing Officer and furthermore to the Director Educational Leadership Callaghan Principal Network who will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

**RESPONSIBILITIES OF THE PRINCIPAL**

With regard to enrolment the principal is responsible for :

* preparing an enrolment policy in consultation with School Council;
* informing present and prospective members of the school community about facilities and opportunities;
* managing the school enrolments within the resources provided to the school;
* advising the School Education Director of enrolment trends in the school;
* maintaining accurate enrolment data.

**RESPONSIBILITIES OF LEARNING AND WELLBEING OFFICER**

The Learning and Wellbeing Officer is responsible for :

* Responding to parental issues in the first instance when they are unresolved from school level.
* Making recommendations to the parent for further clarification or understanding
* Reiterating Department of Education Policy for enrolment
* Discussing issues raised with the Principal to determine if school has capacity to accommodate the enrolment

**RESPONSIBILITIES OF THE DIRECTOR, EDUCATIONAL LEADERSHIP:**

With regard to enrolment, the Director Educational Leadership is responsible for:

monitoring enrolment policies, procedures, numbers and ceilings at schools within their

area of responsibility;

making determinations for out of area placements which cannot be resolved at school level;

monitoring school’s local areas in collaboration with Principals, Director Educational Leadership of adjacent networks (where appropriate) and the Director of Assets.

**POLICY REVIEW**

This enrolment policy will be reviewed annually by the Wallsend Public School.

**NON-LOCAL PRIMARY SCHOOL PLACEMENT**

**INFORMATION FOR PARENTS**

**Please read carefully before completing this form**

Parents may apply for the non-local enrolment of their child in schools of their choice in addition to their designated local school. A separate application form is required for each school.

Reasons choosing 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 and after school

· availability of subjects or combination 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.

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 accommodation local children. To avoid disappointment, parents should check that there are places available in a school before applying.

Once a student enrols 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.

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

**A: STUDENT INFORMATION**

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Given Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male [ ] Female [ ] *please tick*

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_

Present School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present Year/Grade (K-6) \_\_\_\_\_\_\_\_\_\_\_\_

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

School Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year/Grade: \_\_\_\_\_\_\_\_\_\_\_\_

Proposed Date of Enrolment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reasons for Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**(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 which is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_

**C: SCHOOL USE ONLY**

**Date Received**: \_\_\_\_\_\_\_\_\_\_\_\_ **Place Available**: Yes / No **Parent Advised On**: \_\_\_\_\_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_