



# Mount Pritchard Public School

*Deeds Not Words*

## ENROLMENT POLICY 2014

### LEGISLATIVE CONTENT

This policy relates to Section 6 of the Education Reform Act 1990 which 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 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.
- 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 Department of School Education through a process involving consultation between the Properties Directorate and the district superintendent together with principals.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

### Responsibilities of Principal

The school Principal is responsible for:

- preparing an enrolment policy
- 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

### Responsibilities of Principal (continued)

- advising the Director of enrolment and curriculum trends in the school

- maintain accurate and complete enrolment data
- establishing an enrolment ceiling based on available permanent accommodation
- 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 level wherever possible.

### **Responsibilities of the Director**

The Director is responsible for:

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

### **Enrolment Enquiries**

Upon inquiring about enrolment the School Administration Support Staff (SASS) will inform the applications of:

- the local boundary
- enrolment procedures local and non-local
- school's current enrolment position
- appeals procedure

### **Enrolment Enquiries (continued)**

While it is important for SASS personnel to clearly indicate if the school is unable to accommodate non-local enrolments, if the parents/caregivers insist, they should be provided with the opportunity to make application to the school for non-local placement. This application will then be considered by the placement panel and the parent/caregiver notified of the decision. **SASS personnel will not indicate that the parent/caregiver should make contact with either the district office or the district superintendent at this stage in the process.**

The parent/caregiver is entitled to request and be given a copy of the school's enrolment policy and relevant boundary map (Attachment 1).

## **Local Enrolments**

All children whose homes are situated within the defined area and who are eligible to attend are guaranteed a place at this school.

Upon presentation for local enrolment the parents/carers will complete an Enrolment Form, provide evidence of residential address and proof of student age must also be produced.

The completed forms will be passed on to the Principal or their nominee to meet with the parents/carers to assess any specific needs or additional information regarding the placement of the child.

The Principal or their nominee will consult the weekly numbers information to place the child in an appropriate class.

In the event of additional resources being required, enrolment may be deferred.

## **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.

Judgements about the student's emotional maturity should include input from the student's parents and the school counsellor or psychologist.

Those considering early enrolment may wish to note that a review of the research reveals a consensus that, for successful outcomes, a child should be within six months of approved entry age. (*Guidelines for Accelerated Progression*, Board of Studies, New South Wales, 1991. Page 9.)

## **Enrolment in Special Classes for Students who are Gifted and Talented**

In a number of government primary schools there are special classes, Opportunity Classes (OC), for academically gifted and talented students.

These classes usually operate in Years 5 and 6 with students being nominated and assessed during Year 4. Parents wishing to have their children considered for OC placement, should consult with the school.

## **Enrolment of Non-Australian Citizens**

Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residence conditions set by the Department of Immigration and Multicultural Affairs (DIMA).

Education is compulsory for non-Australian citizens between the ages of six and fifteen holding a visa granting them permanent resident status and New Zealand citizens holding current New Zealand passports.

### **Enrolment of Non-local Students**

Parents or caregivers will apply directly to the Principal of the school in which enrolment is sought, using the 'Application for non-Local Placement' form. (Attachment 2)

The Principal will process the applications.

The Principal may offer enrolment to students if a non-Local place is available in the appropriate grade and there is no waiting list.

If non-local placement is not available the Principal will accept the formal application and place the child's name on a waiting list. Applications should not be accepted more than 12 months prior to the proposed date of enrolment.

Priority on the waiting list will be by chronological order unless there are exceptional circumstances. In such cases the Placement Panel will determine whether a variation in ranking is warranted.

When a non-local place becomes available at the school, the Principal will offer enrolment to the next child on the waiting list.

Once a student enrolls in a non-local school, transfers to another non-local school will be possible only under exceptional circumstances. Where transfer on exceptional grounds is sought the request is to be forwarded to the Director for determination.

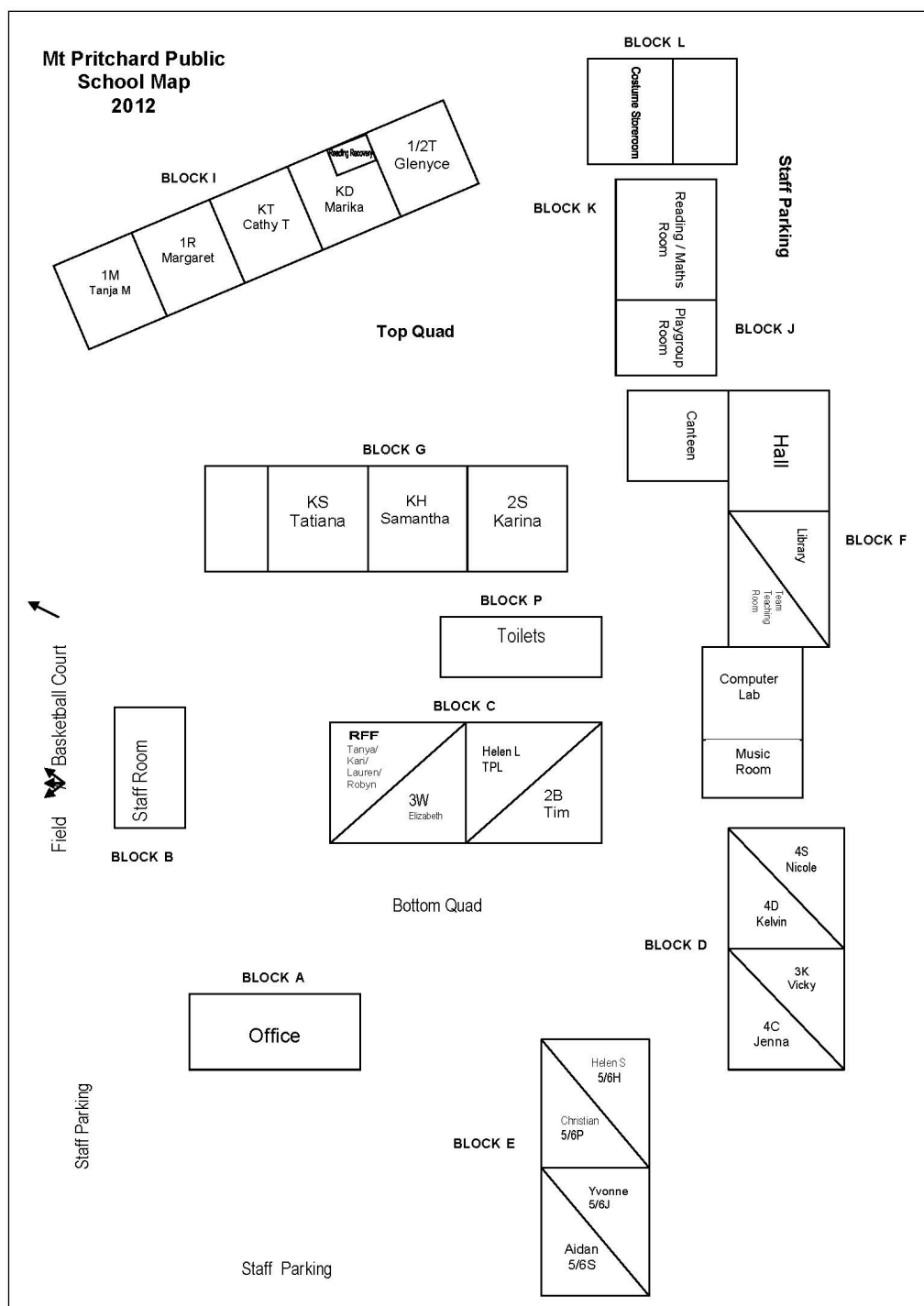
Transfer to the student's local school during the year will be allowed if space is available and the enrolment does not generate a demand for additional staff.

## **ENROLMENT CRITERIA**

### **Enrolment Ceiling**

The enrolment ceiling is based on 525 the available number of permanent accommodation.

At Mount Pritchard Public School there are 21 teaching spaces inclusive of Reading Recovery, ESL, and RFF.



This gives a ceiling enrolment of 525 students. (21 FTE classrooms / 25 students)

### Enrolment Buffer

At the commencement of each year room is allocated in each grade to local returning enrolments and siblings first.

### Placement Panel

The composition of the Placement Panel includes one (1) staff member, other than the Principal, and one (1) school community member.

The panel is chaired by the Principal.

**Panel for 2014: Principal -Natalie Piccinin**

**Staff – Celia Maguire**

**SAM- Lillian Hayday**

**P&C – Melissa Moore**

### **Criteria for Selection**

Criteria for selecting non-local enrolment applications include the following:

- siblings already enrolled at the school
- safety and supervision of the student before and after school i.e high school sibling at FHS drops and picks up.
- special interests and abilities
- compassionate circumstances; or
- structure and organization of the school

It should be noted that just because a neighbours children has successfully enrolled doesn't grant automatic rights to enrol. The Principal will ensure that the establishment criteria are applied equitably to all applicants.

### **Waiting list**

Waiting lists will be established for non-local students.

Parents will be advised in writing if their child is to be placed on a waiting list and his or her position on it.

The size of the waiting list will reflect realistic expectations of potential vacancies.

The waiting list will be current for **one** (1) year only.

### **Appeals**

An appeal against the decision of the Placement Panel is to be dealt with in the first instance by the school. The appeal should be made in writing to the Principal.

Where the appeal has not been resolved at the local level, the Principal will request the Director to consider the matter. All documentation relating to the Placement Panel's decision will be forwarded to the district office.

## **INFORMATION TO ASSIST PARENTS/CAREGIVERS TO COMPLETE THE ENROLMENT (APPLICATION FORM)**

### **Enrolment Form**

The completed form becomes part of your child's school record. It is therefore necessary that parents complete the **entire** form of **each** enrolment.

### **Religious Instruction**

Religious instruction groups at Fairfield Public School are:

- Protestant (denomination not required)
- Roman Catholic
- Moslem

### **Other children in the family**

It is helpful for us to know **all** the brothers and sisters of the new enrolment.

We appreciate parents completing this section eldest to youngest.

It is the parent's responsibility to ensure all contact details are correct during the year. The school will check enrolment details at the beginning of every new calendar year.

### Documentation

Proof of name and date of birth is required for all children enrolling for the first time in a New South Wales public school. This can be a birth certificate, passport, or acknowledgement of birth from Registrar General which contains the child's full name and date of birth. Production of a passport is necessary for a child born overseas. Children also require a certificate of Immunisation, **Child Protection Consent**, Scripture Notes and a permission to publish form.

### DATES OF BIRTH – APPROPRIATE YEARS.

| 2015         |                  | 2016         |                  |
|--------------|------------------|--------------|------------------|
| YEAR 6       | 1.8.03 – 31.7.04 | YEAR 6       | 1.8.04 – 31.7.05 |
| YEAR 5       | 1.8.04 – 31.7.05 | YEAR 5       | 1.8.05 – 31.7.06 |
| YEAR 4       | 1.8.05 – 31.7.06 | YEAR 4       | 1.8.06 – 31.7.07 |
| YEAR 3       | 1.8.06 – 31.7.07 | YEAR 3       | 1.8.07 – 31.7.08 |
| YEAR 2       | 1.8.07 – 31.7.08 | YEAR 2       | 1.8.08 – 31.7.09 |
| YEAR 1       | 1.8.08 – 31.7.09 | YEAR 1       | 1.8.09 – 31.7.10 |
| KINDERGARTEN | 1.8.09 – 31.7.10 | KINDERGARTEN | 1.8.10 – 31.7.11 |

| 2017         |                  | 2018         |                  |
|--------------|------------------|--------------|------------------|
| YEAR 6       | 1.8.05 – 31.7.06 | YEAR 6       | 1.8.06 – 31.7.07 |
| YEAR 5       | 1.8.06 – 31.7.07 | YEAR 5       | 1.8.07 – 31.7.08 |
| YEAR 4       | 1.8.07 – 31.7.08 | YEAR 4       | 1.8.08 – 31.7.09 |
| YEAR 3       | 1.8.08 – 31.7.09 | YEAR 3       | 1.8.09 – 31.7.10 |
| YEAR 2       | 1.8.09 – 31.7.10 | YEAR 2       | 1.8.10 – 31.7.11 |
| YEAR 1       | 1.8.10 – 31.7.11 | YEAR 1       | 1.8.11 – 31.7.12 |
| KINDERGARTEN | 1.8.11 – 31.7.12 | KINDERGARTEN | 1.8.12 – 31.7.13 |

| 2019         |                  | 2020         |                  |
|--------------|------------------|--------------|------------------|
| YEAR 6       | 1.8.07 – 31.7.08 | YEAR 6       | 1.8.08 – 31.7.09 |
| YEAR 5       | 1.8.08 – 31.7.09 | YEAR 5       | 1.8.09 – 31.7.10 |
| YEAR 4       | 1.8.09 – 31.7.10 | YEAR 4       | 1.8.10 – 31.7.11 |
| YEAR 3       | 1.8.10 – 31.7.11 | YEAR 3       | 1.8.11 – 31.7.12 |
| YEAR 2       | 1.8.11 – 31.7.12 | YEAR 2       | 1.8.12 – 31.7.13 |
| YEAR 1       | 1.8.12 – 31.7.13 | YEAR 1       | 1.8.13 – 31.7.14 |
| KINDERGARTEN | 1.8.13 – 31.7.14 | KINDERGARTEN | 1.8.14 – 31.7.15 |

| 2021         |                  | 2022         |                  |
|--------------|------------------|--------------|------------------|
| YEAR 6       | 1.8.09 – 31.7.10 | YEAR 6       | 1.8.10 – 31.7.11 |
| YEAR 5       | 1.8.10 – 31.7.11 | YEAR 5       | 1.8.11 – 31.7.12 |
| YEAR 4       | 1.8.11 – 31.7.12 | YEAR 4       | 1.8.12 – 31.7.13 |
| YEAR 3       | 1.8.12 – 31.7.13 | YEAR 3       | 1.8.13 – 31.7.14 |
| YEAR 2       | 1.8.13 – 31.7.14 | YEAR 2       | 1.8.14 – 31.7.15 |
| YEAR 1       | 1.8.14 – 31.7.15 | YEAR 1       | 1.8.15 – 31.7.16 |
| KINDERGARTEN | 1.8.15 – 31.7.16 | KINDERGARTEN | 1.8.16 – 31.7.17 |

## QUICK CHECK ENROLMENT REQUIRMENTS

|                                 | KINDERGARTEN  | YEARS 1 – 6 |
|---------------------------------|---|-------------|
| APPLICATION FORM                | X   | X           |
| NON-LOCAL FORM IF APPLICABLE    | X   | X           |
| PROOF OF DATE OF BIRTH          | <b>X</b><br>Birth certificate, Passport, Acknowledgement from Register General  |             |
| TRANSFER CERTIFICATE            | X   |             |
| SIGHT PASSPORT                  | Of all enrolling students born overseas who do not have Australian Citizenship. |             |
| VISA NUMBER                     | X   | X           |
| BUS APPLICATION                 | X   | X           |
| PROOF OF IMMUNISATION           | X   |             |
| <b>CHILD PROTECTION CONSENT</b> | X   | X           |
| PERMISSION TO PUBLISH FORM      | X   | X           |
| SCRIPTURE CLASS                 | X   | X           |

**Principal/Deputy Principal will allocate class**



## ENROLMENT PROCEDURES

### YEARS 1 TO 6 (and Kindergarten Transfers)

Principal or delegate will interview all new enrolments, Years 1 to 6. Appointment may need to be made. If students are refugees then an ESL representative must also be present during the interview.

Ask Address.

Check that address is in local enrolment. **(If not see below).**

Ensure that place is available to non-local.

If **local** enrolment is sought in 'closed' years request proof of ownership or residence.

Parents to complete for each child:

1. Enrolment Form (complete family details for each child)
2. Child Protection Consent
3. Permission to Publish Form
4. Scripture Note

Supply parents with **Information Pack** which should contain:

- Mount Pritchard Public School Parent Information book
- Refer to school online resources
- Bus pass application (if appropriate)
- Canteen price list
- Latest newsletter
- Various other leaflets as available
- Excursion Notes (where applicable)

### Year 6 – Semester 2

Have parents complete Choice of Secondary School form

Follow procedures in secondary school file

If the child is newly arrived from overseas during Semester 2, the child can be referred to be interviewed for enrolment into an Intensive English Centre. This can be organised by phoning 9624 9160

### Documentation from parents

#### Students from N.S.W. public school

- Proof of date of birth or transfer certificate

#### Students from Interstate/private School

- Birth certificate
- Check name and date of birth
- Initial and date enrolment form in appropriate places
- Certificate of immunisation

### **Students from overseas**

- Passport
- Check resident/immigrant status
- Check name and date of birth
- Initial and date enrolment form in appropriate place
- Enter child's entry visa number
- Certificate of immunisation

### **KINDERGARTEN**

Can commence school when they have turned 5 or in the year they will turn 5 provided their birthday is on or before 31<sup>st</sup> July

Enrolments will be accepted from the beginning of the year before the child is to commence school (e.g. February 2001 for enrolments in 2002)

Ask for insertion of pre-school attended in section for 'previous school'

Explain religious instruction – Protestant, Roman Catholic, Muslim, Jehovah's Witness, and Non Scripture

Advise invitation to Orientation Days will be forwarded in October

All kindergarten children require a certificate of immunisation

### **Born in Australia**

- Production of birth certificate required – preferably on lodgement of application form.
- Check name and date of birth
- Initial and date enrolment form in appropriate places

### **Born Overseas**

- Production of passport required
- Check resident/immigration status
- Initial and date enrolment form in appropriate places
- Enter child's entry visa number on form

### **Non-local**

Advise parents that child's name will be placed on waiting list – interview may be sought (assess necessity for this and advise Principal if there could be a problem).

Enter name of child on waiting list.

Advise parents that contact will be made by the school at the commencement of Term 4.

### **CLERICAL PROCEDURES FOR ENROLLING STUDENTS**

- Enter data into ERN. (Kindergarten from Semester 2 with anticipated enrolment date as the first student day in the enrolling year.)

- Note family and student numbers on enrolment application.
- If enrolment is after commencement of school year, give photocopy of enrolment to class teacher
- Prepare record card and file accordingly. Emergency file is updated by hand, if already printed. At the end of each term a new A-Z is printed.
- If student from overseas – Non-English enrolment ESL forms to be completed and given to the ESL teacher.

#### **From N.S.W. state school**

- Apply for record card
- Retain application form in file folder until PRC received
- When card arrives enter student admission details
- Couple with application form and file in appropriate class file.

#### **From N.S.W. non-Government, interstate or overseas**

- Prepare new record card
- Insert application form and file in appropriate class file

#### **Admission Register EBS4**

- Each fortnight – print report 200 Attendance Register and file.

#### **CLERICAL PROCEDURES FOR LEAVING STUDENTS**

- Check Library OASIS to see if all library books have been returned, contact new school with list of books.
- Collect bus pass, if appropriate and return to bus company
- Write transfer certificate if requested. Principal/delegate signs. Certificate given to student/parent for presentation to new school on the last day of attendance at school.
- If student is transferring to a N.S.W. school, that school will request the student record card. Take student record card from class file. **Print out any reports from SENTRAL an insert in file.** Arrange for comments by class teacher. Transfer student to 'Left students'. Write student in the enrolling/leaving book.





# Mount Pritchard Public School

## *Student Enrolment Interview*

Student enrolment interview conducted by: \_\_\_\_\_ Date: \_\_\_\_\_

Present at interview: \_\_\_\_\_

| <i>Family Name</i> | <i>Given Name</i> | <i>SEX</i> | <i>DOB</i> | <i>Country of birth</i> | <i>Year</i> | <i>class</i> |
|--------------------|-------------------|------------|------------|-------------------------|-------------|--------------|
|                    |                   |            |            |                         |             |              |
|                    |                   |            |            |                         |             |              |
|                    |                   |            |            |                         |             |              |
|                    |                   |            |            |                         |             |              |
|                    |                   |            |            |                         |             |              |

**Do you have any other family attesting MPPS?** **Yes No**

**Name:**

**Grade:**

**Can you tell us about your child's previous schooling?** (issues with behaviour, academic progress and inter)

**Is there any medical information we need to know about?** ( illness accidents medication hearing /vision

**Is there anything you would like to add or any questions or concerns you have?**

