



# WIRREANDA PUBLIC SCHOOL

*Excellence and opportunity in an innovative and supportive learning environment*

## ENROLMENT POLICY 2019

Policy based on the:

- Department of Education and Communities Enrolment policy "Enrolment of Students in Government Schools: A Summary and Consolidation Policy." August 1997
- Legal Issues Bulletin Number 40: 'Collection, use and disclosure of information about students with a history of violence'
- Legal Issues Bulletin Number 43. Enrolment of Students in Government Schools.

### Local enrolment

A local enrolment is a student whose permanent residence is situated within the designated local enrolment area. Please refer to <https://education.nsw.gov.au/school-finder> or the map attached that defines the school's local enrolment area.

Applicants residing in the school's designated local area should complete and submit the form Application to enrol in a NSW government school. The form is available to download at

<http://www.schools.nsw.edu.au/gotoschool/enrolment/index.php>

This form may be submitted to the school at any time throughout the course of the year.

### Enrolment appointments

All new enrolments must have an interview prior to starting school at Wirreanda Public School.

For your appointment, if your child has not been previously enrolled in a NSW public school, you will need to bring these documents with you:

- your child's birth certificate or identity documents
- proof of student's address - originals of different documents such as your council rates notice or residential lease and electricity bill
- immunisation history statement based on the Australian Childhood Immunisation Register (ACIR)
- family law or other relevant court orders (if applicable).
- If your child is not a permanent resident you will also need to provide:
  - passport or travel documents
  - current visa and previous visas (if applicable).

For children already enrolled in a NSW public school we only require:

- proof of student's address - originals of different documents such as your council rates notice or residential lease and electricity bill
- family law or other relevant court orders (if applicable).

It is important that you tell the principal if your child has any special circumstances, allergies, health or medical conditions, before your child starts school

### Please note:

- Acceptance into Kindergarten does not guarantee future placements for siblings should the family move out of zone prior to their enrolment.

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## Statutory Declarations

- If you are living with others in circumstances where there are no formal lease arrangements in place, you must provide a statutory declaration in which you confirm your residential address and that it is to be your place of residence during the school year.
- You must also provide a statutory declaration from your "landlord" confirming the arrangements that are in place and his or her understanding that you are currently living at the address given and that you intend to reside there during the school year.
- Where a child is to be living with relatives/friends, both the child's parents and landlord are to provide a statutory declaration confirming the tenancy or other living arrangements. A formal statement of transferred guardianship may also be required in this circumstance.
- **Statutory Declarations are not sufficient as the single form of evidence of residence.** Parents have responsibility to obtain at least one other form of acceptable documentary evidence that confirm that they are resident at the address supplied.
- Applicants and "landlords" are reminded that it is an offence under the Crimes Act to provide a school with false information so as to gain enrolment as a local enrolment and thus bypass the out of area process.

## Non Local Enrolments

A non-local enrolment is a student whose permanent residence is beyond the designated local enrolment area. Parents or caregivers living outside the school's designated local area may apply to enrol their child(ren) at the school. Places for non-local applicants will be considered in light of the whole school and each academic year's figures, given:

- The number of teaching spaces available, and
- That sufficient buffer be left to accommodate possible new local enrolments throughout the school year.

DoE Enrolment of Students in Government Schools Policy states that "No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements".

Non local applicants may complete and submit the application for non-local enrolment at the end of this document. Applications should be addressed to the Principal for consideration of the placement panel.

Non local enrolment applications will be considered with reference to each applicant's residential address and the following criteria:

- Compassionate circumstances
- Siblings of a child currently enrolled at Wirreanda Public School
- The safety and supervision of the student before and after school; and
- Travel arrangements and/or proximity to the school.

Please note: Satisfying one or more of these criteria does not guarantee enrolment. An offer of enrolment will only be made to non-local applicants if places are available.

Where demand exceeds availability for non-local enrolment positions, a waiting list will be established and parents notified if a place becomes vacant in the relevant grade/s. Waiting lists for each academic year are for the current calendar year only. Parents will be advised if their child is on a waiting list.

After classes have been formed for the year, non-local applications may be considered if:

- the Enrolment Buffer has not been reached
- there is room in a suitable class as deemed appropriate by the Principal (whilst still leaving places for possible future local enrolments); and
- no reorganisation of programs, staff or classes is required.

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## Enrolment Ceilings

The enrolment ceiling for Wirreanda Public School is determined by the available permanent classroom accommodation. This means that there are 22 permanent classrooms available for mainstream enrolments, setting the ceiling at 564 students. This figure is calculated on an average of the class size maximums of 20 for Kindergarten; 22 for Year 1; 24 for Year 2; and 30 for Years 3 to 6.

## Enrolment Buffer

The enrolment Buffer is 44, equating to two students (local) per class. No non-local enrolments can be considered once the total enrolment reaches 520.

## Placement Panel

Where the demand for non-local enrolment placement exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local applications, using the listed criteria.

The placement panel will be comprised of:

- the Principal (chairperson) who will have a casting vote;
- a teacher; and
- a parent representative from the P&C as approved by the Principal.

The panel will consider only the information provided on the Application for Non-Local Enrolment Form. The decisions made by the placement panel, must be made within the context of the enrolment ceiling and the buffer retained for students arriving later in the year. The placement panel will record all decisions.

## Appeals

Applicants can appeal the decision of the Placement Panel in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved the Director Educational Leadership will consider the appeal and make a determination. The Director Educational Leadership will consult with the relevant Principals as he/she deems necessary.

## Students with special needs

When students with special needs are seeking enrolment into regular classes, an appraisal of their educational and support will be undertaken. This may occur as part of a planned transition process, or at the time the enrolment is sought and may involve the Learning and Support Team, School Counsellor and other DoE staff.

In determining the most appropriate enrolment options a number of factors will need to be considered including:

- Expressed desire of the parents/caregivers
- Appraisal of educational and support needs
- Capacity to provide the level of support required
- Availability of services at alternative locations

## Short Term Attendance

Where a student enrolled at another Australian school needs to attend Wirreanda Public School for a short period of time the student will be regarded as short term attendance. The minimum period for this is 10 school days. These students will not be entered on the register of Wirreanda Public School. The home school should maintain the student's name on the attendance register with information of attendance provided by Wirreanda Public School at the end of the stay, or the end of each term.

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