



# Oxley Vale Public School

## Enrolment Policy

### **Introduction**

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. 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.
- A student will be enrolled in one school only at any given time.
- Children are entitled to be enrolled at Oxley Vale PS if it is the designated intake area within 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 Director of Public Schools.
- The school will set an enrolment number to cater for anticipated local demand and will ensure that every eligible local child has a place at the school if he /she chooses to attend it.
- This policy 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 appropriate staff and permanent classroom accommodation.

## **Discrimination**

In the context of the above principles and their application, which clearly constrain an individual's choice of provision, 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**

2018 = 338 (*13x26, with this being the average of class sizes between 20, 22, 24 and 30 (K, 1, 2, 3-6) industrial maximum*).

## **Enrolment buffer**

5% of the number of anticipated enrolments in each grade will be reserved for possible use in unforeseen circumstances. This equates to 17 students. Therefore non-local enrolments will not proceed when school enrolment reaches 321 students.

## **Local Enrolment**

To be enrolled as a 'local student', applicants are required to prove that they are a bona fide permanent resident of a dwelling address which is in the designated catchment area for Oxley Vale Public School. This designated catchment area is identified by the Department of Education and marked in the Catchment Area Map.

Documentation to provide evidence of dwelling address must include:

- a current Council Lands Rate notice (for a dwelling and not a block of land), OR;
- a Residential Tenancy Agreement of at least 12 months duration (subletting agreements will not be accepted as proof of residence), and;

At least two of the following current documents:

- Electricity account.
- Gas account.
- Home telephone (landline) account.
- Centrelink or Medicare account.

Please note that the documentation will be considered on the date that the committee meets and not for an address in the future. As part of this procedure, the school may contact the previous school, FACS, ERN or any other appropriate organisation to begin the verification of the child's address.

As a guide, the following would not be considered as a local enrolment address:

- a place of work.
- a block of land.
- a dwelling that is intended to be moved into in the next 6 months.
- Providing two addresses.
- Boarding from across town with a family member/friend.
- Any enrolment information that appears to be misleading or false as determined by the principal.

The address will be assessed from the front page of the enrolment document and to be the family's determination of the child's actual residential address.

### Family Court Matters

A child may have two parents at different addresses. In these circumstances where the applicant student does not reside with both or either parent, the school will rely on Family Court orders (with listed documentation) to determine the child's place of residence. If the court order supports a local enrolment then the appropriate documentation from the parent will be required for submission.

Where Family Court Orders have arranged for a 50/50 split between parents and there is no agreement between parties around enrolment, the decision whether to enrol the student will reside with the Principal whose actions will be considered with respect to the "child's best interests".

**Please note that only original Family Court documents will be accepted as proof of address evidence.**

### Non-Local Enrolment

Oxley Vale Public School may have the capacity to consider non-local enrolments. Applications for non-local enrolments will be considered only when there are places available in the school. The enrolment will not create the need for additional staff and accommodation under any circumstances.

In addition to the availability of appropriate staff and permanent classroom accommodation, the placement criteria could include factors such as:

- proximity or access to the school.
- siblings currently enrolled in the school.
- disability or medical-related reasons.
- safety and supervision of the student before and after school.
- special interests and abilities.
- compassionate circumstances.
- the structure and organisation of the school.
- Chronological position on the waiting list (numbered and dated).

Please note that every application will be assessed on its merit. If you chose to seek enrolment for your child as a non-local enrolment you need to be mindful of the following:

- The word "could" is used and not regarded as an absolute in terms of "could and will".
- The criteria is not definitive nor listed in any priority order.
- The placement criteria is applied equitably to all non-local students.
- Having a sibling or siblings already enrolled in the school does not automatically guarantee enrolment for non-local families as every application is assessed on its merit.
- School catchment areas are set by the Department of Education and are determined to be your home address.
- Parents/carers will be provided with written advice regarding the placement panel's decision.

### **Placement Panel:**

- Principal – Luke Norman
- Staff Representative – Executive staff member
- P&C Representative – nominated by the P&C

The Placement Panel will consider applications and make recommendations when demand for non-local places exceeds availability. The composition of the panel will include the principal, an assistant principal and one school community member nominated by the School's P & C organisation. The panel will be chaired by the principal who will have a casting vote.

### **Waiting Lists**

A waiting list will be established for non – local students. All applications received will be dated and numbered. This will be used when considering non local area applications. Parents will be advised that their child is to be placed on a waiting list. Waiting lists are current up to and including the 31<sup>st</sup> December of that calendar year.

### **Appeals**

Where a parent wishes to appeal against the decision of the Placement Panel, the appeal should be made in writing to the principal. Where required, the principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter. If the matter is not resolved at the local level the Director, Educational Leadership will consider the appeal and make a determination. The Director, Educational 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.

## **Kindergarten Enrolments**

Children may enrol in Kindergarten by the beginning of a 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. In all cases, a parent must submit the Application to Enrol in a NSW Government School. The principal is to ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children.

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. The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment in schools. Parents have the right of not having their children immunised. However, under the Public Health (Amendment) Act 1992, in the event of an outbreak of a vaccine preventable disease, un-immunised children will be required to remain at home for the duration of the outbreak.

## **Early Enrolment of Students who are Gifted and Talented**

We have a responsibility to provide a range of opportunities for their gifted and talented students. The principal may decide that early entry to the 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, a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment will be carried out. This will 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. In all cases, a parent must submit the Application to Enrol in a NSW Government School.

## **Other Enrolment Options**

Information regarding Enrolment in Special Classes for Gifted and Talented students, Enrolment in Secondary Schools, Enrolment of Students with Special Learning Needs, Non Australian Citizens, Children in Community Care Schools, Intensive English Classes, Distant Education Part Time Enrolment and Home Schooling can be located at:

[https://www.det.nsw.edu.au/policies/student\\_admin/enrolment](https://www.det.nsw.edu.au/policies/student_admin/enrolment).

## **Transfer Applications**

Students from other government or non-government schools, interstate and New Zealand may be enrolled as a local or non-local school enrolment consistent with this policy. In all cases, a parent must submit the Application to Enrol in a NSW Government School. The assistance of the school counsellor will be sought required to establish the appropriate year and level of study. In researching the school history of an intended enrolment, all endeavours must be undertaken to ensure a new enrolment receives appropriate support before the enrolment begins.

### **Short Term and Part-Time Attendance of Students**

A student should be enrolled in one school only at any given time. For a variety of reasons, such as parents visiting a locality for a brief period or a student being involved in an integration program, a student enrolled at a particular school may need to attend another school for a short period of time. Where this period is no more than one term, or in the case of a student involved in a special placement of no more than 2.5 days per week, the student should not be enrolled, but regarded as being on a short term attendance. The home school should maintain the student's name on an attendance register, with a note to the effect that the student is attending another school. The school the student attends for a short term (the host school), must keep a record of the student's attendance and notify the home school at the end of the stay or, in the case of part-time attendance, at the end of each term.

### **Specialised Programs**

For various reasons a student enrolled at a particular school may need to attend a specialised program at another school or support unit for a period of time or part time. Such programs include support classes for students with behaviour disorders and emotional disturbance, hospital schools and students visiting Stewart House.

Such students remain enrolled in their home schools. It is the responsibility of the principal or the senior officer of the specialised program to ensure that an attendance register is kept and that all students attending the specialised program are recorded on this register. A copy of the student's attendance record should be forwarded on a regular basis to the home school, as stated above.

### **Refusal of Enrolment**

The Principal 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. In all cases, a parent must have submitted the Application to Enrol in a NSW Government School for consideration.