



SHERWOOD RIDGE PUBLIC SCHOOL

ENROLMENT POLICY

learning ■ respect ■ community

This policy has been developed with reference to:

- **'Enrolment of Students in Government Schools: A Summary and Consolidation of Policy'** NSW Department of Education and Training, August 1997.
- **'Enhanced Enrolment Procedures - Memorandum DN/06/00168'**
- **'Improved Access for Principal's to Information on Students Presenting for Enrolment – Memorandum DN/06/00227'**
- **'Enrolling Students with a History of Violence School Counsellor Advice to Principal's – Memorandum DN/06/00160'**

It contains the general principles and procedures by which students will be enrolled at Sherwood Ridge Public School.

ADMISSION TO GOVERNMENT SCHOOLS

- Parents or caregivers may enrol at any government school if the child is eligible to attend the school and the school can accommodate the child.
- A child is entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and the child is eligible to attend.
- The minister may refuse the admission of a child to all or any government schools if:
 - a) The child has been expelled from any government school; or
 - b) The Minister is of the opinion that there is other sufficient reason to do so.

1.0 Enrolment Ceiling

The school has an enrolment ceiling, based on permanent accommodation of 17 classrooms.

The enrolment ceiling has been calculated with reference to the school staffing formula and includes a buffer to accommodate local students arriving throughout the school year.

Based on:

3 x Kindergarten	(3 x 20)	60
3 x Year 1	(3 x 22)	66
3 x Year 2	(3 x 24)	72
8 x Years 3 & 6	(8 x 30)	<u>240</u>
	Total	438

The enrolment ceiling of the school is 416 students, including a 5% enrolment buffer. The school cannot accept non-local students if enrolments exceed 416 students.

2.0 Non-Local Enrolments

2.1 Placement Panel

The school Placement Panel consists of the Principal, an Assistant Principal and a nominee of the Sherwood Ridge Public School Parents and Citizens Association. The panel will be chaired by the Principal, who will have a casting vote.

The Placement Panel will only consider applications for non-local enrolment.

2.2 Criteria for Non-Local Enrolment

Where non-local enrolment applicants exceed available places, consideration of those applications will be on the basis of:

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- compassionate circumstances
- structure and organization of the school.

2.3 Waiting Lists for Applicants for Non-Local Enrolment

Where non-local enrolment applicants exceed available places, prospective students not accepted for enrolment will be placed on a waiting list. The order of students on the waiting list will be determined by the Placement Panel.

2.4 Appeals

Where a parent wishes to appeal against the decision of the Placement Panel, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter.

If the matter is not resolved, it may be referred to the School Education Director to determine if the stated criteria have been fairly applied.

3.0 Enrolment of Kindergarten Students

Children may be enrolled in Kindergarten at the beginning of the school year if they turn five years of age by 31 July of that year. Documentation providing proof of age is required.

Enquiries for kindergarten enrolment may be made during school hours. Applications for enrolment will be accepted from the commencement of Term 3 of the year prior to enrolment. An orientation program will be conducted in Term 4 of the year prior to enrolment.

Whilst it is desirable that students commence school at the beginning of the school year, parents who choose to enroll 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 at school. Parents have the right of not having their children immunised. However, in the event of an outbreak of a vaccine preventable disease, non-immunised children will be required to remain at home for the duration of the outbreak.

4.0 Early Enrolment of Students who are Considered to be Gifted and Talented

When a student is being considered for early enrolment in Kindergarten, the school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This will be undertaken by the school counsellor and may incorporate advice from registered psychologists. Input from the student's parents will also be considered.

A review of current research reveals a consensus that, for successful outcomes, a child should be within 6 months of approved entry age.

5.0 Enrolment of Students with Special needs

Enrolment applications for students with special needs will be considered within the context of the school's capacity to meet those needs, specifically through:

- availability of funding, specialist teachers and consultancy services
- modification of buildings and/or facilities
- provision of specialised equipment
- access to special transport services.

The decision to enroll a student with a disability, and with what level of support, will depend on a number of factors including the student's educational needs, the expressed desires of parents and caregivers, the capacity of the school to provide the above support services and the availability of appropriate support services in alternative locations.

An appraisal of the student's needs will be carried out by the principal, in consultation with parents and caregivers, the school counsellor, relevant district special education support staff and other educational, health or medical professionals as determined appropriate.

6.0 Enrolment of Non-Australian Citizens

Non-Australian citizens will be enrolled in accordance with the procedures set out in *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*.

7.0 Transfer Applications

Students transferring from another NSW Government school will be required to provide a relevant *Student Transfer Certificate*. If this is not provided the school will immediately seek such a certificate from the student's last known Government school attended.

8.0 Short Term Attendance

Students will be accepted for short term enrolment for reasons such as parents visiting the locality for a brief period or a student being involved in a special program. Short term enrolment periods will not exceed one term.

Short term enrolments must be considered in the context of other relevant sections of this document.

9.0 Home Schooling

A parent of a child may apply in writing to the Minister for registration of the child for home schooling.

A Board of Studies inspector or other authorised person will recommend to the Minister to register, or not a child for home schooling.

10.0 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 learnt the appropriate skills to manage this behaviour.

10.1 Enrolment of Students – History of Behavioural Issues

NSW Govt Schools - Period of Non Attendance

- New enrolments may not enrol in the school without the **principal's approval**.
- The school principal and/or delegate will contact the previous principal of all students applying to enrol at Sherwood Ridge Public School to ascertain any relevant information about a child's learning or behavioural needs.
- Where a parent or previous school has indicated that a child has a past history of violent/discipline issues or the child has been suspended or expelled from their previous school, a request for 'student background information' will be generated by the receiving principal. Enrolment will not commence until adequate safeguards are in place.
- Receiving school principal advises school counsellor if the previous government school indicates presence of violent behaviour.
- School counsellor contacts previous school counsellor for to obtain relevant documentation.
- Previous school counsellor arranges for counselling files to be sent directly to receiving school counsellor.
- Receiving school counsellor advises their DGO that student files have been requested. Receiving school counsellor formulates advice and provides copies of relevant documentation to the principal.

Non NSW Govt Schools - Period of Non Attendance

- New enrolments may not enrol in the school without the **principal's approval**.
- The school principal and/or delegate will contact the previous principal of all students applying to enrol at Sherwood Ridge Public School to ascertain any relevant information about a child's learning needs.
- Receiving school counsellor checks to see if a student counselling file exists by contacting student counselling file clerk on 1300 telephone number dedicated for this purpose.
- If file exists, receiving school counsellor contacts school counsellor in possession of file or requests the file from Government Records Repository.
- If there is an indication of violence, the previous school counsellor arranges for the student file to be sent directly to the receiving school counsellor.
- Receiving school counsellor advises their DGO that student files have been requested.
- If the student counselling file does **not** exist, the receiving school counsellor should contact the previous school following confirmation that parental permission has been obtained.
- Receiving school counsellor formulates advice and provides copies of relevant documentation to the principal.

School Counsellor's Role

The School counsellor:

- Provides the principal with information about students who may pose a threat of violence.
- Must provide information to the principal that is sufficient to properly inform action.
- Maintain confidentiality.

Principal's Role

Principal will complete and sign off the 'Principal's Certification' on all 'Application to enrol in a NSW Government schools form.

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