

ATTUNGA PUBLIC SCHOOL

2017 ENROLMENT POLICY



Rationale

There is a legal obligation to accord every eligible child the right to enrol in his or her local government school, and every parent of a school aged student has the duty to ensure their child attends school. [Education Act Section 34](#)

In accordance with the NSW Department of Education policies, no person will be discriminated against when seeking enrolment for their children on the grounds of sex, race, religion, ethnicity, disability, sexual preferences or marital status.

Legislative Context

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 seventeen 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 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 Education through a process involving consultation between the Asset Management Directorate and the Director Public Schools.
- * Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- * Schools are required to have a written policy, which 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.
- * The policy and criteria should be expressed in plain English, and in community languages where necessary. It should be made clear what consideration would be given to each of the criteria.

Enrolment Criteria

Parents / caregivers interested in enrolling their child at Attunga Public School need to complete an *Application to enrol in a NSW Government school*, ensuring the *Personal information, consent, and declaration of accuracy* section (on page 13) is signed. This

declaration acknowledges that the DoE may seek and gain access to relevant information about the student from previous schools, health care professionals or other government agencies. All information will be stored securely.

Before the application is accepted, the Principal will:

- Contact the student's previous school to obtain student details including learning needs, special needs, special circumstances and student history relevant to risk assessment, if appropriate.
- Make further enquiries regarding applicant's response to Languages other than English spoken at home, Aboriginality and Photographs at school, as well as interview the parent / caregiver if required.

The Principal will collect and analyse enrolment information as required by NSW DoE and will keep the Director Public Schools informed of general enrolment trends and report on specific data as required. The application will provide the schools with information that will help them facilitate the smooth transition of students into the specific school setting. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of the student. The action taken by schools in response to the information will also help them to safely support students in the school once enrolled and contribute to ensuring the safety of everyone in the school community.

The student may not be enrolled until this process is completed. The school will process the application and data will be entered in to *Enrolment Registration Number (ERN)* as an anticipated enrolment. When the Principal has certified and signed the application and the data in ERN, the school will notify the parent / caregiver of the result of the application. If successful the application will be used to enrol the child.

Enrolment Ceilings and Buffers

The enrolment ceiling at Attunga Public School, based on available permanent accommodation consisting of four classrooms, will be 112 students. DoE Enrolment of Students in Government Schools Policy of 1997 states that "No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements". No non-local enrolment will be considered if this involves the establishment of an extra class, or if the class for the student to be enrolled would exceed 30 students. The buffer is created to ensure that local enrolment is not hindered. When enrolment is within 10 students of the ceiling, no non-local enrolments will be made.

Enrolment in Kindergarten

Students may be enrolled in Kindergarten at the beginning of the year if they turn 5 years of age before 31 July of that year. While it is practical that all students enrol at the beginning of the year, late enrolments will be accepted at the discretion of the Principal.

The Principal will consider early enrolment into Kindergarten for a gifted and talented student after a comprehensive assessment and evaluation of intellectual functions, academic skills, social and emotional adjustment has been undertaken by the school counsellor or a registered psychologist. Judgements will include input from class teacher and parent / caregiver.

When submitting an enrolment application to the school, a parent / caregiver must supply:

- Proof of student's residential address (e.g. rate notice, electricity account)
- Birth certificate or identity documents
- Copies of any family law or other relevant court orders
- Immunisation history statement – *parents have the right not to immunize their children, however, under the Public Health Act 1992, in the event of an outbreak of a*

vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak

- Passport and visa if applicable

These documents will be copied and filed with the enrolment application.

Attunga PS runs an orientation program in Term 4. Students have the opportunity to work with their Kindergarten teacher and become familiar with classroom and general school routine. The school also provides parents / caregivers with the Attunga School Information Booklet. This orientation ensures a smooth transition to school from preschool.

Enrolment of Students Transferring from NSW Government School

Students who transfer from a NSW Government School to Attunga Public School will need to be released from ERN from their previous school.

Enrolment of Students with Special Needs

When students with special needs are seeking enrolment into regular classes, an appraisal of their educational needs and support will be undertaken. The DoE provides a range of services and resources to support the education of students with a learning difficulty or disability. The principal will access all necessary assistance and resources to cater for the needs of any student with a disability, in negotiation with the Disabilities Program consultant, School Counsellor and the Director Public School. If applicable, before enrolling the student, the school will conduct a case conference with the parent / caregiver, Regional Office, student support team, the school counsellor and staff.

Enrolment of Non-Australian Citizens

The Principal will consult NSW DoE guidelines when enrolling students with temporary visas, and students who are permanent residents.

Enrolment of Non-Local Students

All government schools may consider non-local enrolments. *Non local applicants must complete a Non-local Enrolment Application at NSW Government School form.*

If non-local enrolment positions are available, the priority for enrolment will be considered on the strength of each claim for a position. Applications that satisfy more than one criterion may be considered more favourably than those that are more limited in their reasons.

- Siblings in attendance, or past siblings
- Safety and supervision of students before and after school
- Travel arrangements and distance from parents workplace (when linked to safety)
- Change of residence (supported by documentation)
- Medical reasons
- Welfare issues at their local school (may be subject to approval by regional staff)
- Children of permanent and temporary staff
- Move from non-government school.

Declining an Enrolment Application

Non-local applications may be declined due to lack of accommodation or because others have been given higher priority on the basis of school enrolment policy criteria.

Unsuccessful applicants may submit a written appeal outlining any further issues or circumstances for consideration by the school. Once the appeal for non-local enrolment has been considered, applicants will be notified as to the status of their appeal.

However, where an enrolment requires further consideration on the basis of the risk they pose to staff, other students or themselves, the principal will contact the Director Public Schools to discuss the matter before making any decision.

The Principal must also consult with their Director Public Schools where applicants have declined to sign the *Personal information, consent, and declaration of accuracy* section on page 13 of the application, or when attempts to gain information from previous schools or other agencies have proved fruitless. Consultation with the Director Public Schools must occur before making any decision.

Executive Directors have the authority to direct the enrolment of a child at a particular school appropriate to the child's needs. In these circumstances, the Executive Director will provide a letter of direction to the Principal of the school.

Short Term Attendance

Where a student enrolled at another Australian school needs to attend Attunga Public School for a short period of time this 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 Attunga Public School. The home school should maintain the student's name on the attendance register with information of attendance provided by Attunga Public School at the end of the stay, or the end of each term.

Accompanying Memoranda

[Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy - Memorandum to Principals \(pdf 13kb\)](#)

[Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy - Memorandum to District Superintendents and State Office Directors \(pdf 13kb\)](#)

Enrolment of Students in Government Schools: A Summary and Consolidation of Policy
August 1997