

Lismore Heights Public School



Enrolment Procedures



Revised 2019

The *Enrolment of Students in NSW Government Schools* policy is in place to assist schools to meet their obligations under the *Education Act 1990* - to ensure that every student has a place at their local school. The policy also communicates to staff and the community a transparent enrolment process. This year there has been amendments to the policy.

Why was the enrolment policy revised?

Across the state, many communities are changing. Some are growing at rates never seen before. Some schools that used to be able to accept out-of-area enrolments, no longer have the room to do so.

What are the changes?

The Enrolment Cap

The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. The enrolment cap tells us whether the school may or may not have the capacity to accept non-local enrolments. It is not a target or limit on the number of local enrolments a school can take.

At Lismore Heights Public School we have an enrolment cap of **347** students based on our 15 permanent classrooms.

The Enrolment Buffer

Within a school's enrolment cap, a number of enrolment places (the buffer) must be kept aside for local students who may enrol during the year. For this reason, a school will not accept non-local students once they reach their buffer, unless there are exceptional circumstances.

Based on historical enrolment trends, the school's buffer is currently set at 2 students below capacity in each classroom setting.

As Lismore Heights Public School's current enrolment is 238 (and hence not near the enrolment cap set for it), we are in a position to accept any non-local enrolments that may come to us.

The Enrolment of Siblings

It is important to note that if this school enrolls an out-of-area student, it DOES NOT guarantee the future enrolment of his or her siblings. If at the time we are not near the buffer, siblings should be able to be enrolled. If the school is nearing its buffer, the enrolment panel will consider the enrolment, with priority given to them. If the school has reached its enrolment cap it will not be able to accept non-local enrolment applications unless there are exceptional circumstances.

It is important to reiterate that the enrolment cap does not impact on the number of local students that can be enrolled at our school. Lismore Heights Public School will continue to enrol students who live in our local intake area, regardless of the school's cap status.

For further information, please see the attached *Enrolment Policy - Information for Parents* or make an appointment to speak with the school's Principal.

General principles regarding enrolment

- ❖ 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 (their zoned/ local school). Enrolment may be conditional if there is a history of violence.
- ❖ 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 Properties Directorate and the Director, Educational Leadership.
- ❖ 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/her local school if desired.

Places should not be offered to out of zone students once the buffer for any given class has been reached.

Description	Capacity (per class)	Buffer (per class)	Available (per class)
Kinder	20	2	18
Year 1-2	24	2	22
Year 3-6	30	2	28

Non-local enrolment

The school may establish a placement panel to consider and make recommendations on non-local enrolment applications.

While there may be consultation with the school's Parents & Citizens Committee, the development of criteria for the enrolment of non-local students will be the responsibility of the placement panel. The criteria will be consistent with the general principles governing enrolment.

In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions. The decisions made by the placement panel must be made within the context of the agreed enrolment cap and the buffer retained for local students arriving later in the year. For any application to be accepted there must be availability within the class in which the child is to enrol. **Classroom availability is capped at two students below the recommended class size to allow for mid-year in-zone enrolments.**

The placement panel should record all decisions and minutes of meetings are to be available on request by the Director, Educational Leadership.

Agreed criteria for determining acceptance of non-local enrolment application:

Lismore Heights enrolment committee have agreed upon the following criteria:

- * proximity and access to the school
- * siblings already enrolled at the school
- * medical reasons
- * safety and supervision of the student before and after school
- * special interests and abilities
- * compassionate circumstances
- * structure and organisation of the school.

The school will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the panel's decision if requested.

Refusal of Enrolment

Schools 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.

Waiting Lists

Waiting lists may 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 should reflect realistic expectations of potential vacancies.

Waiting lists are current for one year.

Appeals

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 Leadership 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.

Responsibilities of the Principal

With regard to enrolment, the school principal is responsible for:

- * preparing an enrolment policy in consultation with the school Parents & Citizens Committee
- * 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
- * advising the Director, Educational Leadership of enrolment and curriculum trends in the school
- * maintaining accurate and complete enrolment data
- * establishing an enrolment cap to cater for anticipated local demand
- * setting an enrolment number (a buffer) to cater for anticipated local demand during the year
- * establishing a placement panel for non-local enrolment applications
- * 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 school level.

Transition to School

It is recognised that the transition from early intervention, or other pre-school settings, to school is a significant step, particularly for students with special learning needs. At Lismore Heights Public School we work collaboratively with parents, caregivers and other relevant personnel to facilitate planning for the important transition process.

We readily access assistance when necessary from specialist district personnel, such as the special education consultant, the early learning program coordinator and itinerant support teacher staff.

Kindergarten Enrolment

The principal will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children, including the policy on immunisation. Children may enrol in Kindergarten at the beginning of the 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. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.

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 principal will enrol in Kindergarten, students on transfer and children reaching the statutory age of six years. Refer to Memorandum to Principals 86.205, *Kindergarten Enrolment: Policy Change*, 30 September 1986.

Immunised / Unimmunised enrolments

We support the immunisation of children, before they enter Kindergarten in NSW Public Schools, to protect them against outbreaks of infectious diseases. When enrolling a child, parents/caregivers will be asked to provide an Immunisation History Statement. The Immunisation History Statement can be obtained by contacting the [Australian Childhood Immunisation Register](#) on: 1800 653 809.

A child without an Immunisation History Statement will not be prevented from enrolling. Under the NSW Public Health Act 1991, however, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

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.

For more detail on this matter, principals and parents should refer to the *Policy for the Education of Gifted and Talented Students 1991*.

IM & ED Support units

Enrolment in this unit is determined by Placement Panel (which includes Principal representation) and is dependent upon children meeting specific criteria.

Children presenting for enrolment

- ❖ If the children are in zone then their application must be accepted unless there is a history of violence. If the parent does not have a transfer form (T1), the child may be placed on the Attendance Register provisionally, but not on the Admissions Register until information from the original school is requested and received.
- ❖ Non-local applications must be completed. A panel may be formed to determine if the school is able to accept the enrolment using the criteria previously determined in the policy.
- ❖ Parents of all newly enrolled children will need to complete an Enrolment Application form.
- ❖ Executive will contact previous school to determine if any further information can be (or needs to be) noted.

- ❖ If a student has a history of violence, the enrolment will not be completed until documents from previous school are received, reviewed and acted upon, including support services (if needed) sourced and risk assessment made.
- ❖ If information supplied for an enrolment proves to be incorrect, misleading or false, then the enrolment will not be finalised until a thorough review has been completed.

Reviewed by school executive on: 11.9.19

Signed: Mark Scotton Principal

Signed: Raquel Hallam Assistant Principal

Ratified by P&C Committee on: 18.9.19

Signed: Nathan Kelly P&C President



APPLICATION FOR NON-LOCAL PRIMARY SCHOOL ENROLMENT

Please read the information for parents below

A: STUDENT INFORMATION

Family Name Date of Birth/...../.....

Given Names: Male Female tick one

Address: Home Phone:
..... Post Code Work Phone:

Parent/Guardian's Name: Relationship to student

Present School: Present Year (K-6).....

B: NON LOCAL SCHOOL PLACEMENT REQUEST

School applied for Year

Proposed date of enrolment

Reason for application
.....
.....
.....
.....
.....

(Attach any further information that you feel may be relevant)

I have also applied for enrolment at the following non-local school

And at my local school

Parent/Guardian's Signature Date: .../.../.....

SCHOOL USE ONLY

Date received: Place available? Parent advised on .../.../.....

Notes:
.....

Forward this form to the Principal of the non-local Primary School at which you are seeking placement.

NON-LOCAL PRIMARY SCHOOL PLACEMENT INFORMATION FOR PARENTS

PLEASE READ CAREFULLY BEFORE COMPLETING THE FORM

Parents may apply for the non-local enrolment of their child in up to two (2) schools of their choice in addition to their designated local school. A separate application form is required for each school.

Priority for enrolment will be given to students entering Kindergarten in the following year. Places may be available in Years 1-6.

Reasons for choosing non-local placements may include:

- ❖ Change of residence
- ❖ Move from a non-government school
- ❖ Siblings already enrolled at the school
- ❖ Medical reasons
- ❖ Safety and supervision of the student before and after school
- ❖ Student welfare needs
- ❖ Particular educational programs or philosophies
- ❖ Structure and organization of the school
- ❖ Size of the school
- ❖ Particular disciplinary procedures
- ❖ Travel arrangements and / or distance

The number of students a school may enrol is limited by the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodating local children. To avoid disappointment, parents should check that there are places available in a school before applying.

Once a student enrolls in a non-local school, transfer to another non-local school will only be possible in exceptional circumstances. Transfer to the student's local school will be allowed if space is available.

Parents can appeal against decisions regarding non-local placement by writing to the Director, Public Schools, NSW at: Lismore.office@det.nsw.edu.au

FORWARD THIS FORM ALONG WITH AN 'APPLICATION TO ENROL IN A NSW GOVERNMENT SCHOOL' TO THE PRINCIPAL OF THE NON-LOCAL PRIMARY SCHOOL AT WHICH YOU ARE SEEKING A PLACEMENT