



Forest Lodge Public School

Enrolment Policy

1. INTRODUCTION

This policy has been developed in accordance with the Department of Education and Training document *Enrolment of Students in Government Schools*. It contains the general principles and procedures by which students will be enrolled at Forest Lodge Public School.

2. GENERAL PRINCIPLES GOVERNING ENROLMENT

- 2.1 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.
- 2.2 School local areas are determined by the Department of School Education and Communities.
- 2.3 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.
- 2.4 The primary criteria for acceptance of out-of-area enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- 2.5 The decision to enrol a student, and with what level of support, will depend on a number of factors, including a student's educational needs, the expressed desires of parents and caregivers, the capacity of the school to provide the level of support services required generally and the availability of support services at alternative locations.
- 2.6 Discrimination in Enrolment
No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

3. SCHOOL ENROLMENT POLICY

3.1 Placement Panels

- 3.1.1 Forest Lodge Public School will establish a Placement Panel to consider and make recommendations on all **non-local enrolment applications**. The composition of the panel will include at least one staff member, other than the Principal, and one school community member nominated by the school's parent organisation. The Principal, who will have a casting vote, will chair the panel.
- 3.1.2 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.

3.2 Boundary of Catchment area

The boundary of the school's catchment area can be found at http://www.schoolcatchment.com.au/?page_id=36

3.3 Criteria for Out of Area Enrolment Applications

3.3.1 We will consider special circumstances for out of area placements including:

- Parent disability and siblings acting as carers
- Out of home care students
- Access availability for disabled students
- Siblings of current out-of-area students
- Compassionate circumstances.

3.3.2 The Principal will ensure that the established criteria are applied equitably to all applicants.

3.3.3 Parents shall be provided with an explanation of the decisions of the placement panel in writing, should they request it.

3.4 Procedure for Application for Out of Area Enrolments

3.4.1 The form, *Application for Out of Area Enrolments* is available from the school office.

3.4.2 Please complete the *Application for Out of Area Enrolments* form and return it to the school office. From there, your application will be assessed by the panel.

3.4.3 Parents will be informed of the panels decision

3.5 Appeals

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

3.5.1 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 should 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.

3.5.2 If the matter is not resolved at the local level, the Network Director will consider the appeal and make a determination. The Director will consult with the relevant principals and school communities as necessary.

3.6 PROCEDURE FOR ENROLMENT

3.6.1 Enrolment Form

The enrolment form, *Application to enrol in a NSW Government school* is available from the school office or you can download the form from the school website at <http://www.schools.nsw.edu.au/media/downloads/gotoschool/enrolment/detsef.pdf>

When you come to school to enrol, please bring the enrolment form along with your Proof of Residence, Proof of age and Proof of Immunisation Status.

3.6.2 *Bilingual student enrolment forms*: To assist families and school staff members responsible for enrolment, the Department has produced bilingual student enrolment forms.

3.7.2 Proof of Residence

3.7.2.1 To be enrolled as an “in-area student”, the applicant is required to prove a bona fide permanent residency of the address that is located within the school’s designated local catchment area.

3.7.2.2 Parents must provide three forms of documentary evidence of their place of residence within the school boundary.

This evidence can be in the form of a rent or lease agreement or current receipt, mortgage papers and two of the following utilities account, or letter from a government department.

3.7.2.3 All documentation should be originals and current (or within the last payment cycle (if applicable)). Energy Plans and offers will not be accepted.

3.7.2.4 The following will not be accepted:

- Addresses on Post Office boxes
- Drivers’ License
- Water bill
- Mobile phone accounts
- Utility plans or offers
- Printouts of online amendments e.g. change of address
- Sub-letting agreements.

PROOF OF RESIDENCE REQUIREMENTS – three documents required	
One of these documents	Residential Tenancy Agreement valid for at least 12 months. (Sub-letting agreements will not be accepted.)
	Current Council Land Rates Notice
Plus any two of these documents	Utilities (e.g. gas, electricity) account. Water bills will not be accepted.
	Home phone (mobile accounts will not be accepted)
	Letter from a government department (eg Medicare, Centrelink) which states parent/carer, student’s name and current residential address).

3.8.3 Proof of age

Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment.

PROOF OF AGE – one document required	
One of these documents	Birth certificate
	Passport

3.8.4 Immunisation Status

3.8.4.1 *The Public Health (Amendment) Act 1992* requires parents to provide documented evidence of a child’s immunisation status on enrolment in schools.

This is in the form of an Immunisation History Statement (from the Australian Childhood Immunisation Register. Refer to <http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>).

Note that the “Blue Book” is not deemed acceptable.

3.8.4.2 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, unimmunised children will be required to remain at home for the duration of the outbreak.

The school requires that a Conscientious Objection Form be completed. (Refer to <http://www.humanservices.gov.au/customer/forms/immu12>).

PROOF OF IMMUNISATION STATUS – one document required	
One of these documents	Immunisation History Statement
	Conscientious Objection Form

3.8.5 Kindergarten Enrolment

3.8.5.1 Applications for Kindergarten will be accepted in the year prior to starting Kindergarten.

3.8.5.2 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.

3.8.5.3 The Principal will enrol in Kindergarten, students on transfer and children reaching the statutory age of six years.

3.8.5.4 The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.

3.8.5.5 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.

3.8.6 Early enrolment of students considered to be Gifted & Talented

3.8.6.1 The 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.

3.8.6.2 When a student is being considered for early entry to Kindergarten, the school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment.

This shall 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.

3.8.6.3 Current research indicates that, for successful outcomes, a child should be within six months of approved entry age.

3.8.7 Enrolment of Students with Special Learning Needs ***Students with Disabilities***

3.8.7.1 When considering the enrolment of a student with a disability, the following provisions shall be considered:

- availability of targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes
- modifications to buildings to facilitate access
- provision of specialised equipment and technology
- access to special transport services.

3.8.7.2 The decision on where to enrol 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 system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

3.8.7.3 The Principal will carry out an appraisal of the student's educational needs. Appraisals may occur as part of a planned transition process or may take place at the time enrolment is sought.

3.8.7.4 Appraisals will involve parents or caregivers and will entail consideration of the student's support needs in areas such as curriculum, mobility, social skills, personal care and communication. It will often involve consideration of supporting documentation from medical practitioners and other health and education professionals. District special education consultants are available to assist in this process, in particular, to identify the resources which may be available to support the enrolment.

3.8.7.5 Requests for enrolment in special classes or special schools are considered by a district placement panel.

3.8.7.6 The *Special Education Handbook for Schools* contains descriptions of services available, eligibility criteria for access to services and procedures to be adopted in enrolling students with disabilities.

Further information is available from Special Education Directorate, telephone (02)9886 7385, facsimile (02)9886 7377.

3.8.8 Enrolment of Non-Australian Citizens

- 3.8.8.1 Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).
- 3.8.8.2 Education is compulsory for non-Australian citizens between the ages of six and fifteen holding a visa granting them permanent resident status and New Zealand citizens holding current New Zealand passports.

Outside these ages they may enrol under the same conditions as Australian citizens.

- 3.8.8.3 Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions as outlined below:

Temporary Residents

The temporary resident visa allows for the enrolment on a temporary basis of school aged students in a NSW government school. Enrolment is only for the period specified on the visa.

Visitor Visas

Visitor Visas include business visitors, medical treatment visitors and tourists. A student on a visitor visa may be able to enrol for a maximum period of three months which cannot be extended.

Students on visitor visas must arrange their enrolment through the Department of School Education's International Student Programs, telephone (02) 9561 8209, facsimile (02) 9561 8613.

Under Commonwealth Government regulations, international students holding temporary visas have a lower enrolment priority than Australian citizens, permanent residents and approved temporary residents.

If students on visitor visas directly approach a school they should be referred to International Student Programs for their application to be evaluated. All enquirers should be advised that tuition fees are likely to apply.

Bridging Visas

Non-Australian citizens are granted a bridging visa if they have an undetermined application for a substantive visa before the Department of Immigration and Multicultural Affairs (DIMA).

Bridging visas come into effect when the initial substantive visa has expired. Prospective students on bridging visas may be enrolled if the visa states that the holder has work rights.

3.8.9 Enrolment Data

Information needs to be recorded about each student enrolled at the school:

- to comply with legal requirements
- for school administrative purposes
- for resourcing, accountability and reporting requirements.

3.9 Transfer Applications

- 3.9.1 Students from other government or non-government schools, interstate and New Zealand may be enrolled by their local or non-local school consistent with this policy. The assistance of the school counsellor may be required to establish the appropriate year and level of study.
- 3.9.2 Where it can be demonstrated that a child has been enrolled in a formal education program in one State and would be disadvantaged, on transfer, by not being permitted to enrol under the policy of the other State, consideration for enrolment must be given.

3.10 Short Term and Part-time Attendance of Students

- 3.10.1 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.
- 3.10.2 Where this period is less than one term, or less 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.
- 3.10.3 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 at the end of each term.
- 3.10.4 Short term enrolments must be considered in the context of other relevant sections of this document including the enrolment buffer.

3.11 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.

3.12 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 under the *Education Reform Act 1990* will recommend to the Minister to register, or not register, a child for home schooling.

Parents can appeal to the *schools Appeals Tribunal* against a recommendation not to register. Refer to the *Education Reform Act 1990 Part 7, pages 29-35*.