



23-31 Kunghur Street
WIANGAREE NSW 2474
Email: wiangaree-p.school@det.nsw.edu.au Fax:

Principal: Mrs. K Clark
Phone: (02) 6636 2163
(02) 6636 2129

Wiangaree Public School- Enrolment Policy 2020

This policy is to be read in conjunction with *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*. Department of Education & Training, August 1997

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.

Date: Developed June 2017 Adjusted 2020

Enrolment Boundaries: Kyogle Community of Schools

Enrolment boundaries for each school in the Kyogle District will be defined geographically by an approximate half way mark between each of the schools. This area will include local roads that lead directly to the local school. Any students that live geographically closer to one school than another one, are in area for the closest school.

Amendment:

Non-local Enrolment – Special consideration must be made to the existing bus route presently in place. If a child wishes to attend a non- local school due to local public transport availability an out of zone application will be required.

Out of Zone Application COLOURSS:

Please see the attachment. (Last page)

Map:

Please see the local area map for defined intake areas. (Endorsed through consultation with COLOURSS School Principals on 27/7/16)

Definitions:

Local Area

This is the designated intake area within which the child's home is situated and that the child is eligible to attend Wiangaree PS. SEE ATTACHED MAP

Non- Local Placements

Non-local means children from outside the local area. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements.

Enrolment Ceiling

The available permanent accommodation of this school is two (2) classrooms. Using the current Staffing Formula, the enrolment ceiling is 51 pupils.

Enrolment Buffer

Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. Places in the buffer are not to be offered to non-local students.

Placement Panel

If demand for non-local places exceeds availability, the placement panel will consider and make recommendations on all non- local enrolment applications. The composition of the panel consists of the principal, a teacher and a member nominated by the P&C.

The panel at Rukenvale PS will be the Principal, temporary teacher and a P&C executive. All placement panel discussions will remain confidential. The panel will be chaired by the principal who will have a casting vote.

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 ceiling and the buffer retained for local students arriving later in the year.

NON-LOCAL ENROLMENT

Criteria for non-local enrolment applications if demand for non-local places exceeds availability are (not listed in priority order):

- 1 Structure and organisation of the school.
- 2 Siblings already enrolled at the school.
- 3 Medical reasons.
- 4 Special interests and abilities.
- 5 Compassionate circumstances.
- 6 Bus transport.

All decisions and minutes of meetings are to be recorded and retained.

The principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they request it.

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 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.

If the matter is not resolved at the local level the School Education Director will consider the appeal and make a determination. The School Education Director 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.

PROCEDURES

KINDERGARTEN

- The school will advise the parent body and the school community of the arrangements for enrolment of Kindergarten children in the year preceding the expected enrolment. This advice is to include the policy on immunisation and the need for documentary evidence of proof of age.
- *The Public Health (Amendment) Act 1992* requires parents to provide documented evidence of a child's immunisation status on enrolment.
- Kindergarten children must attain the age of 5 years before the 31st July in the year of enrolment in order to be eligible for enrolment.
- Kindergarten enrolments will take place during the first week of the school year.
- Enrolments of Kindergarten children can be at any time 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.

EARLY ENROLMENT OF STUDENTS WHO ARE GIFTED AND TALENTED

- 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 undertaken by the school counsellor or a registered psychologist. Refer to the *Policy for the Education of Gifted and Talented Students 1991*.

STUDENTS WITH SPECIAL LEARNING NEEDS

- 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, the capacity of Wiangaree PS to provide the level of support services required and the availability of support services at alternative locations.
- In some circumstances, the level of support required, or the specialist nature of that support, will necessitate alternative enrolment options to Wiangaree PS being provided.
- When a student with a disability presents for enrolment, it is the responsibility of the principal to ensure that an appraisal of the student's educational needs is carried out.

ENROLMENT OF NON-AUSTRALIAN CITIZENS

- 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).
- 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.
- Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions relevant to their visa and residency status.

TRANSFERS

- Students from other government or non-government schools, interstate and New Zealand may be enrolled consistent with this policy.
- The Principal will make every effort to secure the transfer certificates for transferring students from government schools. This will ensure that no student is enrolled in more than one school at any one time and that student movement is effectively monitored. Refer to *School Attendance, Policy and Procedures 1991*.

SHORT TERM ENROLMENT

- A student should be enrolled in one school only at any given time. Where a student presents for enrolment for a period of not more than one term the student will not be enrolled but will be regarded 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 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.

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. Refer to *Procedures Concerning Suspension, Exclusion and Expulsion of Students from School and Declaration of Place Vacant, June 1996*.

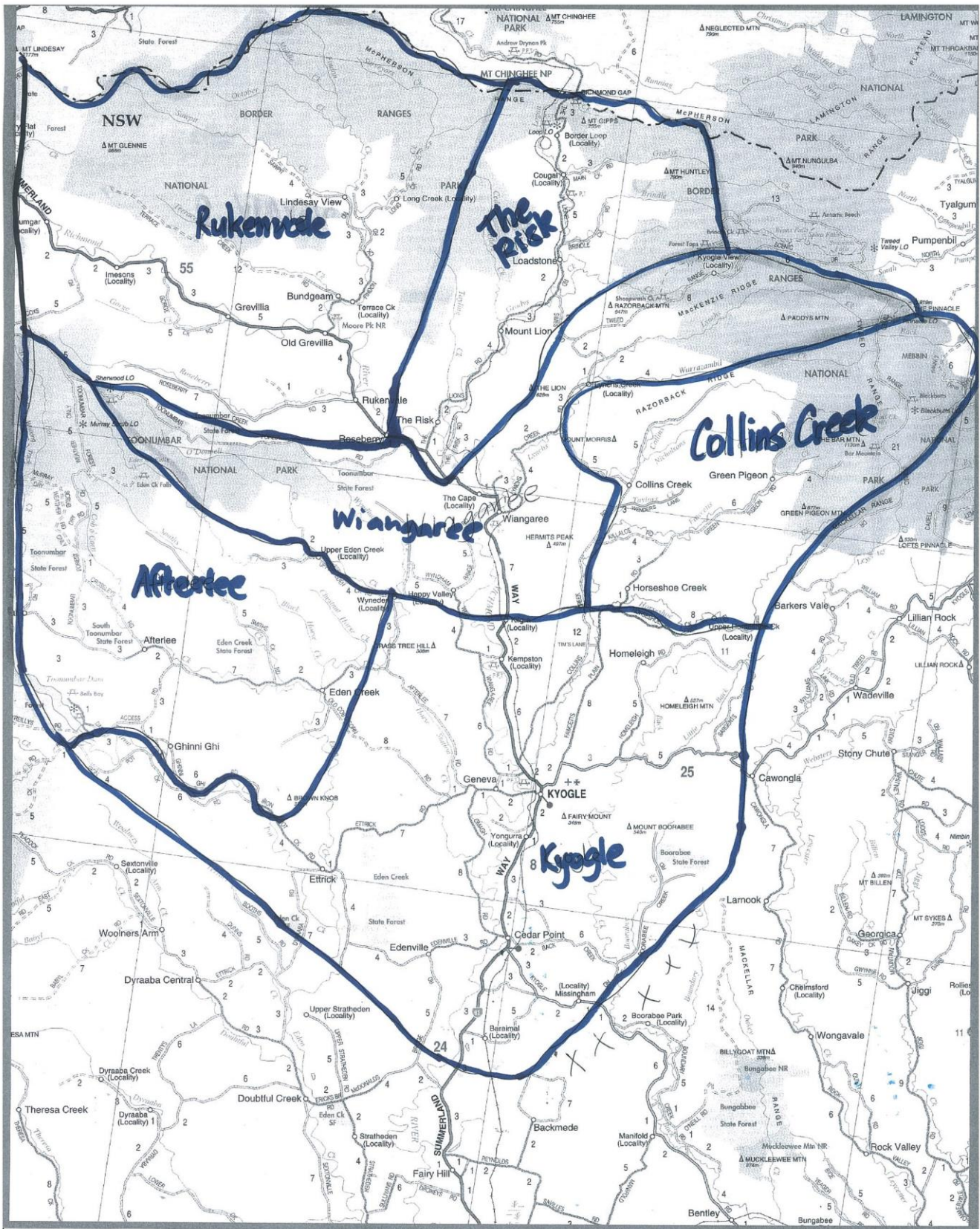
ENROLMENT DATA

- Information needs to be recorded about each student enrolled at Wiangaree PS to: comply with legal requirements, for school administrative purposes and for resourcing, accountability and reporting requirements.
- Information is collected from parents about each student enrolling using OASIS enrolment forms. Parents' signatures are required on the forms to certify that the information provided is correct.

	2017	2018	2019	2020
Enrolment Ceiling	47	47	51	51
Buffer	7	7	10	10
General Enrolments	40	40	41	41
Actual Enrolments	27	15	25	25

NB. When a student enrolment will result in a change to the staffing entitlement the student will need to come from the catchment zone. This will impact Wiangaree at students numbered 24, 25 & 26. They will be required to be zoned students.

MAP OF ENROLMENT ZONE



Wiangaree Public School
Application for Non-Local Primary School Enrolment

A: Student Information

Male: Female:
Family Name: _____
Given Name: _____
Home Phone: _____
Address: _____

Parent Information

Parents/Carers Name: _____
Home Phone: _____
Mobile: _____
Relationship to child: _____

Grade to be enrolled in: _____
Present School: _____
Date of Birth: ___/___/___

B: Non-Local Placement Request

Proposed date of enrolment: ___/___/___

Reasons for this application:

(Please attach any further information that you feel is relevant to your application. You will be required to meet and discuss any relevant information or circumstances with your 'local' school before submitting this form.)

Parents/Carers Signature: _____ **Date:** ___/___/___

Signature of 'local' school principal:

Non-Local enrolment supported by the 'local' School Principal: **Yes** / **No**
