

Caniaba Public School

2018 - 2020



Enrolment Policy

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. It is required that students between the ages of six and seventeen be:

- Enrolled at a government or registered non-government school. From January 2010, this means that all students in the state have to finish Year 10 and then continue in education and training, be in full-time work, or a combination of education/ training and employment until the age of 17.
- Attending 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 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).
- 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 Public Schools. See appendix for identification of Caniaba Public School's zone.
- 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.

Enrolment ceiling: The ceiling for Caniaba Public School is 51. This is calculated by allowing 21 enrolments in K-2 classes, and 30 enrolments in Yr 3-6 classes.

Buffer zone: The buffer zone is set at 10% of each grade, which equates to 5 students in total.

Non-local enrolment

The school is obliged to form a placement panel to consider and make recommendations on all non-local enrolment applications if there is space. At Caniaba this will consist of the Principal and 1 other staff member (the School Counsellor may also be called to sit on this panel if needed). While there may be consultation with school community representative structures, 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 (see additional notes on page 6). 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. For any application to be accepted there must be availability within the class in which the child is to enrol. Classroom

availability is capped 10% 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 Public Schools.

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

Caniaba Public School enrolment committee has 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 principal 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.

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, Public Education will consider the appeal and make a determination. The 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.

Responsibilities of the Principal

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

- preparing an enrolment policy in consultation with the school community
- 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, Public Education of enrolment and curriculum trends in the school
- maintaining accurate and complete enrolment data
- establishing an enrolment ceiling 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 Caniaba Public School we work collaboratively with parents, caregivers and other relevant personnel (key stakeholders) to facilitate planning for the important transition process. We readily access assistance when necessary from specialist DoE personnel, such as the school counsellor, the early intervention teacher and itinerant support teacher.

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.

Immunisation

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 1800653809. 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. Our school will contact you if there is an outbreak of preventable diseases.

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. Judgement 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*.

Enrolment in Special Classes for Students who are Gifted and Talented

Opportunity Classes (OC) usually operate in Years 5 & 6 with students being nominated and assessed during Year 4. Parents wishing to have their children considered for OC need to apply when notified by the class teacher or via Newsletter. At Caniaba Public School we do not offer specific OC classes.

IO/IS Support units

Enrolment in this unit is determined by a Placement Panel (which includes Principal representation) and is dependent upon children meeting specific criteria. At Caniaba Public School we do not offer specific IO/IS classes.

Children presenting for enrolment

- If the children are in zone then their application must be accepted once the principal has determined that their safety and wellbeing, and that of others, can be met. 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 application forms must be completed and the committee will meet to determine if they will be accepted 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 when necessary. Support services (if needed) will be sourced and risk assessment developed and implemented.
- 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.

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

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 permanent 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.

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