

Bowral Public School



ENROLMENT POLICY

1: Purpose

For Bowral Public School staff to follow procedures documented in the DET attendance policy and procedures (2010).

2: Aim

The relevant staff at Bowral Public School will:

- Be familiar with the correct procedures to follow in the enrolling of students;
- Comply with Departmental policies, procedures and legal requirements relating to student enrolment;
- Maintain all documentation as required
- Maintain an appropriate number of students in the school relative to the available classroom accommodation and playground size.

3: Rationale

The Education Reform Act 1990 (amended in 2009) requires students between the ages of six and seventeen to be enrolled at a 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 these obligations are fulfilled.

The drawing area for Bowral Public School has been determined following consultation between the School Education Director and the principals of other highlands schools. In general only students living in the 2576 postcode area should be guaranteed a place in the school.

4: Implementation

Local Enrolments

- Siblings of children currently attending our school are eligible to attend our school.
- In the event of any dispute over a child's eligibility to attend Bowral Public School, the school is guided by the enrolment policies of the Department of School Education and the decision of the minister and/or the school education director.
- Children may enroll in kindergarten at the beginning of the school year if they turn five years of age on or before July 31 in that year.
- Documentation providing proof of age, such as a birth certificate or passport is required on enrolment.
- Parents enrolling students from overseas may be subject to special conditions depending on their entry visa.
- Parents are required to provide documented evidence of a child's immunisation status.
- Parents are required to provide proof of address, indicating that they reside in the 2576 postcode area.

Non-Local Enrolments

To provide a process and guidelines for considering non-local applications for enrolment at this school.

- A placement panel is established to consider applications for non-local enrolment. Membership of this panel is the principal, a staff member and a parent nominated by the P&C.
- The panel is to be chaired by the principal.
- The placement panel must limit recommendations to the terms of this policy.

Criteria for selection:

1. Acceptance of the enrolment will not create the need for additional staff and accommodation under any circumstances.
2. If criterion (1) is met, the following could permit acceptance of an application:
 - i. Older siblings still enrolled in the school but family has moved out of the enrolment area.
 - ii. Previously accepted non-local siblings of students are already enrolled in the school
 - iii. Siblings have attended this school in the past.
 - iv. Substantial student welfare reasons including the care and supervision of students after and before school. Such reasons might be extreme compassionate circumstances or medical reasons.
3. Waiting lists will be established for non-local applicants and will remain current for that school year. Parents will be advised if their child is placed on a waiting list.
4. Parents are informed of the panel's decision.
5. Appeals are to be dealt with in the first place by the school. The appeal should be made in writing to the principal. Where the appeal is not resolved at the local level, the principal will request the school education director to consider the matter. All documentation relating to the school's decision must be forwarded to the school education director. The school education director's determination will be based on whether the stated criteria in the school's policy have been fairly applied.
6. School administrative and support staff must be fully informed of this policy.
7. Parents have the right to make a non-local enrolment application even though they may have been advised that the school is unable to accommodate non-local enrolments.

Enrolment of Students who are not Australian Citizens

Applications for enrolment for students other than Australian citizens are dealt with under Guidelines for schools – Enrolment of Permanent Residents and Temporary Visa Holders policy issued by the DET.

Permanent residents enrolled in government schools have access to the same educational provisions as Australian citizens.

Temporary residents and temporary visa holders are subject to the conditions outlined in the above set of guidelines.

General Principles Governing Enrolment

- A student is considered to be enrolled when an enrolment form has been completed by one or both parents or caregivers, the name is placed on the ERN system and the student presents for enrolment.
- A student can only be enrolled in one school at any given time.
- Requests for early enrolment require assessment by the school counselor under DET guidelines.
- Children are entitled to be enrolled at the public school that is the zoned designated area for their residence.
- Parents may seek enrolment at the school of their choice.
- The requirements of Occupational Health and Safety will be considered before any student is enrolled into the school.
- Where a change of name is requested, the principal must sight a copy of the legal documents for verification (Legal issues bulletin no. 20)
- The policy and criteria should be expressed in plain English and community languages, where necessary. It should be made clear what consideration will be given to each criterion.
- Students must be enrolled and attend school on each day that instruction is provided.

School Procedures

- While application to enrol is being processed, a note is sent to stage leader (AP) flagging new enrolment
- AP discusses placement with principal
- Principal or Deputy Principal notifies administration staff and class teacher of class placement
- On day of enrolment, teacher will meet the family at the office and take the family to the classroom
- Prior to enrolment day administration staff give details of the student(s) to the teacher.

Evaluation

Enrolments procedures follow as per DET requirements.

This policy will be reviewed and evaluated biannually.