



# TENAMBIT PUBLIC SCHOOL

# ENROLMENT POLICY

## LEGISLATIVE CONTEXT

The Education Reform Act 1990 required students between the ages of six and fifteen to be enrolled at a government or non-government school, and to attend school on each day that instruction is provided.

## GENERAL ENROLMENT PRINCIPLES

- A student is considered to be enrolled when he or she is placed on the admission register of a school.
- 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.
- Parents may seek to enrol their child in the school of their choice.
- School local areas are determined by the Department of School Education through a process involving consultation between the Properties Directorate and the district superintendent.
- 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.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
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- No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

## ENROLMENT CEILING

The enrolment ceiling is based on the following recommended class sizes from Department of Education. The Department of Education's Policy states that classes need not exceed these numbers, however school organisation from year to year may necessitate larger numbers in some classes.

Kindergarten	20
Year 1	22
Year 2	24
Years 3-6	30

The average recommended class size is therefore 27.

The enrolment ceiling is also based on available permanent accommodation. For the purposes of this policy permanent accommodation will be defined as buildings which have been continuously and permanently occupied for five years.

There are therefore 16 permanent classrooms available for accommodation. This does not include 2 Speciality Classes. This provides an enrolment ceiling of **432**. This figure will be considered as flexible until the next review.

## ENROLMENT BUFFER

The enrolment buffer is determined by the reservation of two student places per grade level from Kindergarten to Year 6. This means that once enrolments reach maximum number is the relevant year level, no places can be offered to non-local enrolments for that year level.

## REFUSAL OF ENROLMENT

The Principal may refuse enrolment of a student on the grounds of previously documented violent behaviour as defined in the Department of Education Suspension and Exclusion of Students Policy. If there is evidence that the student has not learned the appropriate skills to manage or improve this behaviour, or the necessary support can be gained and put in place for the student, then the enrolment cannot proceed.

A child on suspension will not be enrolled until the suspension made by the previous school has been resolved.

## TRANSFER APPLICATIONS

Under Department of Education Policy, the principal must contact the previous school of all transferring students to implement any existing management plans for that student.

Students from other government or non-government schools may transfer to Tenambit Public School within this policy's guidelines. When students transfer from one NSW school to Tenambit Public School, a *STUDENT TRANSFER CERTIFICATE* must be completed. If this certificate is not available, the previous school will be contacted.

The District School Counsellor's assistance may be required to establish the appropriate year and level of study for students from interstate or from a non-government school.

## **PLACEMENT PANEL**

If the demand for non-local places exceeds availability, a placement panel will be established to consider and make recommendations on all non-local applications. The panel will consist the following:

- at least one staff member, other than the principal, and
- one school community member nominated by the school's parent organisation.

The panel will be chaired by the principal who will have a casting vote.

## **CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS**

The following criteria will be applied equitably to all non-local applicants.

- Siblings already enrolled in the school;
- Safety and supervision of children before and / or after school;
- Special interests and abilities of the student;
- Specific programs or opportunities at Tenambit Public School;
- Structure and organisation of the school;
- Compassionate circumstances (grandparents or caregivers living or working in school zone);
- Medical reasons;
- Proximity and access to school.

## **WAITING LIST**

A waiting list will be established if needed. Parents will be informed in writing if their child is to be placed on the waiting list.

## **APPEALS**

Appeals against the panel's decision need to be made in writing to the Principal. The Principal will seek to resolve the matter.

If the matter is not resolved at school level, the School Education Director will consider the appeal and make a determination. 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 principal is responsible for:

- preparing an enrolment policy in consultation with the school community;
- informing present and prospective members of the school community about facilities and opportunities available at the school;
- managing the school enrolments within the resources provided to the school;
- advising the School Education Director of enrolment trends in the school;
- maintaining accurate 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 when demand for non-local places exceeds available accommodation
- 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 wherever possible.

## **RESPONSIBILITIES OF THE SCHOOL EDUCATION DIRECTOR**

With regard to enrolment, the School Education Director is responsible for:

- monitoring enrolment policies, procedures, numbers and ceilings at all district schools;
- making determinations for out of area placements which cannot be resolved at school level;
- monitoring school's local areas in collaboration with principals, School Education Director of adjacent districts (where appropriate) and the Director of Properties.

## **POLICY REVIEW**

This Enrolment Policy will be reviewed annually. It will be reviewed next in 2019.



# TENAMBIT PUBLIC SCHOOL

- RESPECT - RESPONSIBILITY - EXCELLENCE -

EDWARD STREET TENAMBIT NSW

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## NON-LOCAL PRIMARY SCHOOL PLACEMENT

### INFORMATION FOR PARENTS

#### **Please read carefully before completing this form**

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

Reasons choosing non-local placements may include:

- proximity and access to the school
- siblings already enrolled at the school
- access to single-sex education
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combination of subjects
- 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 decisions of the placement panel in writing, should they request it.

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.

**FORWARD THIS FORM TO THE PRINCIPAL OF THE NON-LOCAL PRIMARY SCHOOL AT WHICH YOU ARE SEEKING PLACEMENT.**



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## APPLICATION FOR NON-LOCAL PRIMARY SCHOOL ENROLMENT

Please read the information for parents on the back of this form

### A: STUDENT INFORMATION

Family Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Given Names: \_\_\_\_\_ Male [ ] Female [ ] *please tick*  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Parent/Guardian's Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
Present School: \_\_\_\_\_ Present Year/Grade (K-6) \_\_\_\_\_

### B: NON-LOCAL SCHOOL PLACEMENT REQUEST

School Applied For: \_\_\_\_\_ Year/Grade: \_\_\_\_\_

Proposed Date of Enrolment: \_\_\_\_\_

Reasons 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: \_\_\_\_\_

### C: SCHOOL USE ONLY

Date Received: \_\_\_\_\_ Place Available: Yes / No Parent Advised On: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_