



Tomaree Public School

Policy for enrolment of students in NSW government school:

A summary and consolidation of policy

Last Review: Term 2, 2023 Next Review: Term 2, 2024
Principal: Mrs Michelle Heaney

Objectives - Policy statement

General principals are in accordance with the NSW Department of Education and Communities (DEC) policy Enrolment of Students in Government Schools - 1997.

- 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. These enrolments are called local enrolments.
- Parents may seek to enrol their child in the school of their choice.
- Schools set enrolment number to cater for local demand.
- Only accept non-local on basis of staff and permanent accommodation.
- No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability or sexual preference.
- School local areas are determined by the Department of Education through a process involving consultation between relevant parties

Enrolment Ceiling and Buffer

Each year the school will establish an enrolment ceiling, which is based on available permanent accommodation. Tomaree Public School has 13 permanent mainstream classrooms allowing for an enrolment ceiling of 342 students. Staffing entitlement is established by the number of enrolments at the commencement of each school year. Non-local enrolments will only be considered after the commencement of the school year if they do not generate the need for additional staff or cause disruption to school organisation, even where spare accommodation exists.

A buffer of 12 has been determined to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students. Therefore, once enrolments reach 327, enrolments will not be offered to non-local students.

SPECIAL NOTE

Application for enrolment may be declined if placement generates demand for extra staff or creates disruption to school routine and organisation.

Siblings of students who move out of the school's intake area are not guaranteed an enrolment at Tomaree Public School.

Placement Panels

Where demand for non-local places exceeds availability, the school will establish a placement panel to consider all non-local enrolment applications. The panel will comprise the Principal (or nominee), a staff representative and a school community member (nominated by the School Council).

Criteria for consideration for Non-Local Enrolment Applications

1. The enrolment ceiling and buffer of the school
2. Safety and Supervision of the student before and after school
3. Proximity and Access to the School
4. Medical Reasons
5. Compassionate Circumstances - After reports from the Principal, School Counsellor and welfare committees of the school in which the child is presently enrolled have been received and assessed and current issues have been resolved.
6. Siblings already enrolled at the school

Proof of Residence

The principals can seek any information they consider to be of assistance in determining address. Such evidence may include council rate notices, accounts for electricity, gas, water or telephone bills, lease documents or electoral enrolment confirmation.

If a person claims they are living with someone with no formal lease arrangements the principal can ask for a statutory declaration from them and/or the landlord.

Proof of Age and Name

While a birth certificate is the primary document that establishes a child's date of birth, there is no legal requirement for the schools to rely on a birth certificate for this purpose.

If a birth certificate is not available, the principal can rely on a range of secondary documents such as a passport, a NSW Ministry of Health Personal Health Record or "Blue Book", a hospital birth card, baptism, christening, name giving or similar records.

Students under the age of 18 must be enrolled in and be known by the name which appears on their birth certificate.

Processing Enrolment Applications

The receipt of an Application for Enrolment does not necessarily lead to an immediate enrolment and attendance at school. In order to facilitate the smooth transition of a new student the principal will seek information from the student's previous school. Where this process is likely to take more than 2 weeks the parents should be advised in writing indicating when it is likely that the enrolment will be completed.

Placement Panel

Where demands for non-local places exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel is to be determined locally but should include at least one staff member, other than the principal, and one school community member/P&C representative. The panel will be chaired by the Principal who will have the casting vote.

Waiting Lists

Waiting lists may be established for non-local students. Parents should be advised if their child is to be placed on a waiting list. Waiting lists are current for one year.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. If the matter is not resolved at the local level the Director, Educational Leadership will consider the appeal and make a determination.

ENROLMENT OF STUDENTS WITH SPECIFIC LEARNING NEEDS

For students seeking enrolment in a regular class at Tomaree Public School, a Learning Support Team meeting will review the needs of the student. Enrolment will proceed, if, as a result of the review process, the learning support team reaches consensus that the student's educational needs can be effectively met in a mainstream class. If the consensus of the Learning Support Team is that the level of support required, or the specialist nature of that support necessitates alternative enrolment options (such as a support class or a special school) being considered, the Principal will liaise with the Learning and Engagement Officer. Department of Education support staff will work with the Principal, parents or carers and other relevant personnel to determine the most appropriate option to meet the student's learning needs and to arrange access to services as required.

ENROLMENT OF NON-AUSTRALIAN CITIZENS

Non-Australian students must hold a visa and may be enrolled under the conditions set out in the booklet:

Conditions for Enrolment of Non-Australian Citizens in NSW Government Schools.

Temporary students may be enrolled for periods specified on their visa.

International students studying in NSW may enrol their school aged dependents.

Students on a Visitor's Visa may enrol for a maximum of three months, but must arrange their enrolment through the International Students Program.

KINDERGARTEN ENROLMENT

Children who will be 5 years of age by 31st July may enrol at the commencement of that year. Proof of age is required in the form of an original birth certificate, passport or health card. The school will commence enrolment procedures for the next year during Term 3.

It is strongly recommended that children be immunized prior to commencing school.

REFUSAL OF ENROLMENT

The Principal may refuse enrolment of a student who is under suspension from another school or on the grounds of previously documented violent behaviour until appropriate risk management procedures have been put in place.

POLICY REVIEW

This policy will be reviewed annually and also as needed based on any changes in enrolments patterns or permanent accommodation.

DESIGNATED INTAKE AREA MAP – PORT STEPHENS PUBLIC SCHOOL

From <https://education.nsw.gov.au/school-finder>

