

Cooranbong Public School

Innovation Opportunity Excellence



Enrolment Procedures



Definitions:

A student is considered to be enrolled when he or she is entered into, or transferred into, the Department of Education's Electronic Registration Number (ERN) system as a student attending a public school.

Purpose:

Legislation requires students between the ages of six and seventeen to be enrolled in a government school or registered non-government school, or be registered with the Board of Studies for home schooling and to attend school on each day that instruction is provided. It is the responsibility of the parents/carers of the student to ensure that these obligations are fulfilled.

General Principles Governing Enrolment:

- 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 in which the child's home is situated and that the child is eligible to attend.
- Parents/carers 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 Asset Management and the Director of Public Education.
- 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.
- The policy and criteria should be expressed in plain English and in community languages where necessary. It should be made clear what considerations will be given to each of the criteria.

School Procedures:

- Principals are obliged under *Work Health and Safety* to ensure schools are safe environments and must contact the school that students are transferring from to gather information relating to the student's behaviour and disciplinary history in order to conduct a risk assessment.
- We will use the school based form for transfer from another NSW public school or the interstate data transfer forms for students from other state systems. Our school based forms can be sent to private schools but they are not obliged to respond.
- There will be a minimum period of 24 hours between application for enrolment and confirmation of enrolment to allow for contact to be made with the previous school and consideration of most appropriate placement of the student. This period may be extended to allow for the arrival of school documentation from the previous schools, if there is cause for concern regarding the student's history.
- No person will be discriminated against in enrolment on the grounds of sex, age, race, religion, ethnicity or disability.

Enrolment Ceiling:

In the current environment of Cooranbong Public School the maximum enrolment ceiling will be 206 students. This figure has been calculated on the following data:

Class	Maximum enrolment by formula	Number of classes	Maximum capacity	Current enrolment	Difference
KT	20	1	20	20	0
K/1H	20	1	20	19	1
1/2E	7	1	7	6	1
1/2F	22	1	22	24	-2
2/3F	24	1	24	26	-2
3/4B	30	1	30	24	6
5/6W	30	1	30	26	4
5/6O	30	1	30	27	1
3/4H	30	1	30	24	6
Totals	206	9	206	196	10

The formula used above to determine the maximum class size in each academic year is based on the following:

1. No kindergarten class need exceed 20 students
2. No Year 1 class need exceed 22 students.
3. No Year 2 class need exceed 24 students.
4. No Year 3 - Year 6 class need exceed 30 students.

For 2016 with a staffing establishment of 9 classroom teachers our enrolment ceiling is 206 students.

Enrolment Buffer:

Within the enrolment ceiling a buffer of 5% will be allowed to accommodate local students arriving through the year.

Placement Panel:

When a situation exists where the request for non-local placements exceeds availability a placement panel will be convened to consider and make recommendations on all non-local applications.

The composition of the panel will be:

- The principal (chair)
- One staff member
- One community representative.

The recommendations made by the placement panel must be within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year.

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 placement panel should record all decisions and minutes of meetings are to be available on request by the Director Public Schools NSW.

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 seventeen 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.

- Application form for an *Authority to Enrol* will be provided to all temporary residents, including visitor visa holders who make enrolment enquiries at Cooranbong Public School. Students cannot commence attendance until their application has been processed by the Temporary Residents Program, fees paid, if applicable and an *Authority to Enrol* has been issued

to the school.

- Temporary residents must also complete the Application to Enrol in a NSW government school.
- Further information can be obtained from the Temporary Residents Program customer service centre on 1300 300 229 or by email: tempvisa@det.nsw.edu.au
- To download forms:
www.detinternational.nsw.edu.au/schools/study_options/temporary_residents/temporary_residents.htm

Criteria for Non-local Enrolment Applications:

Non-local placements will not be considered if they generate a demand for extra staff or create disruption to school routine. Criteria for selecting amongst non-local enrolment applications should be documented and made available, in advance, to parents/carers who are interested in enrolling their children.

Criteria:

- proximity and access to the school;
- siblings already enrolled at the school;
- medical reasons;
- safety and supervision of students before and after school;
- special interests and abilities;
- compassionate circumstances;
- structure and organisation of the school.

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

Waiting Lists:

A waiting list will be established for non-local placements. Parents/carers 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 will reflect realistic expectations of potential vacancies. The waiting list will remain current for one year.

Appeals:

Where a parent wishes to appeal against a decision of the placement panel, the appeal should be made in writing to the principal, who will seek to resolve the matter.

If not resolved, the matter will be referred to the Director of Public Schools NSW who will consider the appeal and make a determination.

The purpose of the appeal is to determine whether the stated criteria in the school policy 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 P&C Association;
- Informing present and prospective members of the school community about the provision available at the school;
- Managing the school enrolments within the resources provided to the school;
- Advising the Director of enrolments 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 (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/carers and the school community;
- Making decisions on non-local enrolments at the school level wherever possible.

Responsibilities of the Director of Public Schools:

With regard to enrolment, the Director is responsible for:

- Monitoring enrolment policies, procedures, numbers and ceilings at all schools in the school network;
- Making determinations for non-local placements which cannot be resolved at the school level;
- Monitoring schools' local areas in collaboration with principals, Director within the network (where appropriate) and the Director of Asset Management.

Procedures for Enrolment in Particular Circumstances.

Orientation Program:

Cooranbong Public School facilitates a Kindergarten Orientation program that is offered to all families in the year prior to Kindergarten enrolment. The organisation, evaluation and continual improvement of the program is the responsibility of Early Stage 1 teachers and the K-2 Assistant Principal.

Parents/carers will complete an "Application to enrol in a NSW government school" and lodge it with the school prior to their child being offered a place in the Kindergarten Orientation Program.

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.
- The principal is to ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children.
- As a school we may plan for the enrolments to occur over a number of days with all Kindergarten enrolments being completed by the end of week two of the school year.
- Whilst it is the intention that children be enrolled at the beginning of the year, parents/carers 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.
- The Public Health (Amendment) Act 1992 requires parents/carers to provide documented evidence of a child's immunisation status on enrolment in schools, pre-schools and child care centres.
- Information is contained in the booklet, Immunisation - An Essential Guide to the New School Entry Requirements, which is available from Student Welfare Directorate.
- Parents/carers have the right of not having their children immunised. However, under the Public Health (Amendment) Act 1992, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.
- Refer to Memorandum to Principals 93.016, Public Health (Amendment) Act 1992 Immunisation: Children Entering Kindergarten, 21 April 1993, available from Student Welfare Directorate.

Enrolment of Students with Additional Learning Needs

Students with Disabilities

The Department of Education provides a range of services and resources to support the education of students with disabilities. These include:

- targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes;
- special classes within regular schools;
- special schools;
- modifications to buildings to facilitate access;
- provision of specialised equipment and technology;
- assisted school transport services for eligible students.

When considering the enrolment of a student with a disability, all these provisions should be considered.

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/carers and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

In many situations it will be possible to enrol a student with a disability at the desired school with the necessary level of specialist support. In some circumstances the level of support required, or the specialist nature of that support, will necessitate alternative enrolment options being provided.

In each case, 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. For some students appraisal will have occurred as part of a planned transition process. For others, the appraisal will take place at the time enrolment is sought.

Appraisals will involve parents or caregivers and will entail consideration of the student's support needs in areas such as curriculum, mobility, social skills, personal care and communication. It will often involve consideration of supporting documentation from medical practitioners and other health and education professionals. Learning and Engagement Officers are available to assist in this process, in particular, to identify the resources which may be available to support the enrolment.

Requests for enrolment in special classes or special schools are considered by a regional placement panel.

The Special Education Handbook for Schools contains descriptions of services available, eligibility criteria for access to services and procedures to be adopted in enrolling students with disabilities.

Further information is available from Disability Programs Directorate, telephone (02)9886 7385, facsimile (02)9886 7377.

Transfer Applications

Students from other government or non-government schools, interstate and New Zealand may be enrolled by their local or non-local school consistent with this policy. The assistance of the school counsellor may be required to establish the appropriate year and level of study.

In 1989 the Australian Education Council (AEC), now Ministerial Council on Education Employment Training and Youth Affairs (MCEETYA), endorsed a number of recommendations from the report on mobility issues for students transferring from one State to another.

It was agreed that where it can be demonstrated that a child has been enrolled in a formal education program in one State and would be disadvantaged, on transfer, by not being permitted to enrol under the policy of the other State, consideration for enrolment must be given.

When students transfer from one New South Wales government school to another, a Student Transfer Certificate can be completed.

Refer to Student Attendance in Government Schools – Procedures (2010), available from Student Welfare Directorate.

Short Term and Part-time Attendance of Students

A student should be enrolled in one school only at any given time. For a variety of reasons, such as parents/carers visiting a locality for a brief period or a student being involved in an integration program, a student enrolled at a particular school may need to attend another school for a short period of time.

Where this period is no more than one term or in the case of a student involved in a special placement of no more than 2.5 days per week, the student should not be enrolled, but regarded as 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. ERN does allow shared enrolment under these circumstances.

The school the student attends for a short term (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

Principals 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 the Suspension and Expulsion of School Students – Procedures (2011) available from Student Welfare Directorate and Memorandum *Enhanced Enrolment Procedures* DN/06/00168 available on the intranet only.

Enrolment Data

Information needs to be recorded about each student enrolled at the school:

- to comply with legislative requirements;
- for school administrative purposes;
- for resourcing, accountability and reporting requirements.

Enrolment Forms

Enrolment information will be collected from parents/carers about each student enrolling at the school. *Application to enrol in a NSW government school* forms are used for collecting the required information from parents/carers. Parents/carers' signatures are required on the forms to certify that the information provided is correct.

To assist families and school staff members responsible for enrolment, the Department has produced bilingual student enrolment forms.

Refer to OASIS Bilingual Student Enrolment Forms, Second Edition available from Specific Focus Program Directorate.

Register of Enrolment

The Education Amendment (School Attendance) Act 2009 states that schools must keep a register, in a form approved by the Minister, of the enrolments ... of all children at the school. An effective enrolment register must include as a minimum:

- the student's name and address;
- birth date, gender and country of birth;
- parent or caregiver's details;
- the date the student enrolled at the school and the class entered;
- the date the student leaves, or transfers from, the school.

Recording of students within ERN is the Department's recommended means for maintaining an enrolment register.

Students attending the school on a short-term (less than one term) or temporary basis should not be enrolled, and may only be entered on OASIS if they can be distinguished from regular enrolments. Such students should maintain their enrolment at their home school for the duration of their short-term or temporary placement.

Resourcing, Accountability and Reporting

The enrolment return submitted by schools in February each year forms the basis for the calculation of schools' staffing entitlements and global funding.

Principals have an obligation to ensure that the enrolment information on the return is complete and supported by adequate enrolment and attendance documentation to meet accountability and audit requirements.

Principals are responsible for certifying the accuracy of the school enrolment return and must ensure that the students included in the return are those:

- present on the day of the completion of the return;
- although absent from the school on the day, have had some attendance in the current year and have not informed the school that they are leaving;
- although absent from school on the day, advice in writing has been received from the parent /carer, or formal record of parent interview, to state that the student will be returning before the conclusion of term one.

Other enrolment information, including age/grade, CALD and ATSI data, provided on the Term 1 and mid-year census, provides data for resourcing for specific programs, obtaining Commonwealth funding and national reporting.

Student enrolment information and the enrolment returns are subject to regular review as part of the school audit process by the Audit Directorate.

Refer to the Memorandum to Principals 95.087, School Enrolment Returns, 24 November 1995, available from Audit Directorate.

Reference: Enrolment of Students in Government Schools – A Summary and Consolidation of Policy (August 1997)

Legal Issues Bulletin No 20 – “Changing the name of students in schools and NSW TAFE.”

Legal Issues Bulletin No 40 – “Collection, use and disclosure of information about students with a history of violence”

Legal Issues Bulletin No 43 – “Enrolment of students in government schools.”

Legal Issues Bulletin No 46 – “Legal issues concerning the administration of prescribed medications, health care procedures and medical emergencies in schools and TAFE NSW.”

Memorandum Enhanced Enrolment Procedures DN/06/00168

Guidelines issued under part 5A of the Education Act 1990 for the management of health and safety risks posed to schools by a student’s violent behaviour.

A New Temporary Residents Application for an Authority to Enrol DOC 09/142654



**Application for Non-local Primary School Enrolment
Cooranbong Public School**

A : STUDENT INFORMATION	
Family name :	Date of birth / /
Given name :	Male / Female
Address :	Home phone :
	Mobile phone:
	Work phone :
Parent / Caregiver's name :	Relationship to student :
Present school :	Present School Year (K-6) :

B : NON-LOCAL SCHOOL PLACEMENT REQUEST	
School Year applied for :	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 :	
I have / have not also applied for enrolment at the following local school.	
Parent / Caregiver's Signature :	Date :

SCHOOL USE ONLY		
Date received :	Place available?	Parent advised on :
Notes :		

NON-LOCAL PRIMARY SCHOOL PLACEMENTS

INFORMATION FOR PARENTS/CARERS

Parent/carer 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 at the start of the year. Places may also be available in Years 1 - 6.

The criteria established at Cooranbong Public School for selecting amongst non-local applications are as follows:

- proximity and access to the school;
- siblings already enrolled at the school;
- medical reasons;
- safety and supervision of students before and after school;
- special interests and abilities;
- compassionate circumstances;
- structure and organisation of the school.

The number of students this school may enrol is limited by the availability of classroom space and teaching staff. This means that we may not have room left for non-local enrolments after accommodating local students.

Additional information can be found in the Cooranbong Public School Enrolment Procedures which you were given along with this form.

Please return this form to The Principal, Cooranbong Public School.