

SALT ASH PUBLIC SCHOOL

Salt Ash Avenue SALT ASH 2318
Ph: 49826251 Fax: 49826045

ENROLMENT POLICY



UPDATED: 19/2/19

Provisions in the Education Reform Act of 1990, as reviewed in 1997, state that:

- 1)** The parent of a child may enrol the child at any government school if the child is eligible to attend the school, and the school can accommodate the child
- 2)** A child is, in any case, entitled to be enrolled at the government school that is designated or the intake area within which the child's home is situated and that the child is eligible to attend
- 3)** The Department of Education is to designate intake areas, and the government school or schools for such area, so that all school-age children in the state will be eligible to attend a government school.

RATIONALE

Parents may seek to enrol their children at the school of their choice; however schools must ensure that every eligible child has a place at their local school if required. This policy outlines the procedures for local and non-local enrolments at Salt Ash Public School. All students who apply for enrolment are treated in a fair and equitable manner according to the Department of Education procedures.

GENERAL PRINCIPLES COVERING ENROLMENT

- 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.
- School local areas are determined by the Department of Education through a process involving consultation between relevant parties.
- 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.
- 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.
- No person is discriminated in enrolment on the grounds of sex, age, race, religion, ethnicity, disability, sexual preference or marital status.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

ENROLMENT CEILING

Each year Salt Ash Public School will establish an enrolment ceiling, which is based on permanent accommodation. Salt Ash Public School has 6 permanent classrooms allowing for an enrolment of 154 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.

ENROLMENT BUFFER

The enrolment buffer represents an enrolment range in which non-local enrolments are not enrolled. The buffer for this school is 2 students per class, a total of 8. This is reserved for possible local enrolments through the year. When total enrolments reach 146 non-local enrolments cannot be accepted.

LOCAL ENROLMENTS

Parents or carers living in the local area who are seeking to enrol their children at Salt Ash Public School should contact the school for an appointment. Students will not necessarily be enrolled on that day as the school requires time to gather valuable information that will assist in placing students where their needs are best catered for. The designated intake areas for public schools in NSW can be found on the Department of Education's website at <https://education.nsw.gov.au/school-finder> or as indicated on the map below.



Families whose residential address does not lie within this area are classified as non-local.

PROOF OF RESIDENCE

The principal can seek any information they consider to be of assistance in determining an address. Such evidence may include council rates, utility bills, lease documents or electoral enrolment confirmation. If a person claims they are living with someone with no formal lease arrangements, the principal can request a statutory declaration.

NON-LOCAL ENROLMENTS

Parents and guardians may seek enrolment for their students at Salt Ash Public School from outside the designated zone. An application form for non-local enrolment will need to be completed (Appendix 1) and an interview arranged with the principal.

If there are no places available to non-local enrolments, based on permanent accommodation, current enrolments, the enrolment ceiling and buffer, non-local enrolment will not be able to proceed, reflecting the Department of Education policy. In this case, the enrolment form can be completed and submitted and may be activated if places become available during the year. The principal will also consider historical enrolment patterns, projected figures and the available accommodation before considering non-local applications.

Siblings who move out of the school's intake area are not guaranteed an enrolment at Salt Ash Public School. Acceptance into kindergarten does not guarantee future placements for siblings, nor does it guarantee future high school placements into a partner high school. 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.

PLACEMENT PANEL

Where demand 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 must 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 a casting vote.

CRITERIA FOR NON-LOCAL ENROLMENT

Non-Local applications for Salt Ash Public School will be considered on the basis of the following criteria:

- The enrolment ceiling and buffer of Salt Ash Public School
- Availability of placements in the year group requested
- Proximity and access to the school
- Safety and supervision of the student before and after school
- Medical reasons
- Compassionate circumstances
- Siblings currently enrolled in the school (this is not an automatic guarantee of enrolment)
- Special interests and abilities
- Structure and organisation of the school

APPEALS

If a parent wishes to appeal the decision of the placement panel it should be made in writing to the principal who will seek to resolve the matter. If the matter is not resolved at school level it will be referred to the Director, Educational Leadership who will consider the appeal and make a determination.

KINDERGARTEN ENROLMENT

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. Parents are required to provide documented evidence of a child's immunisation status on enrolment at Salt Ash Public School.

REFUSAL OF ENROLMENT

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

POLICY REVIEW

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

Holly Deguara
Principal

Appendix 1

APPLICATION FOR NON-LOCAL PRIMARY SCHOOL ENROLMENT



A: STUDENT INFORMATION

Family Name _____ Date of Birth ____ / ____ / ____

Given Names _____ Male Female

Address _____ Home Phone _____

_____ Mobile _____

Parent/Guardian _____ Relationship to student _____

Present School _____ Present Year Group _____

Designated Local School _____

B: NON-LOCAL SCHOOL PLACEMENT REQUEST

School Applied For **SALT ASH PUBLIC SCHOOL** Year Sought _____

Proposed Enrolment Date ____ / ____ / ____

Reason(s) For Application _____

(Attach any further information you feel may be relevant)

Signature of Parent/Guardian: _____ Date: ____ / ____ / ____