

GIRRAWEEEN PUBLIC SCHOOL



ENROLMENT POLICY

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SECTION 1: SCOPE OF POLICY

This policy relates to Section 34 and Section 34A of the Education Act 1990 for NSW government school.

- 1.1 The parent of a child may enrol the child at Girraween Public School if the child is eligible to attend the school and the school can accommodate the child.
- 1.2 A child is 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.
- 1.3 The Secretary, Department of Education, designates intake areas, and the government school or schools for each such area.
- 1.4 The Minister may refuse admission to Girraween Public School if the child has been expelled from any government school or if the Minister is of the opinion that there is other sufficient reason to do so.
- 1.5 No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

SECTION 2: LOCAL ENROLMENTS

- 2.1 From January 2018 Girraween Public School's catchment area is defined on the map included in this policy. A child whose home is within the defined catchment and who is eligible to attend is a local enrolment.

To confirm street addresses within the 2018 catchment area refer to <http://www.schools.nsw.edu.au/schoolfinder>

- 2.2 The following documentation is required prior to enrolment;
Any two of the following with current dates at time of enrolment;
Rental-agreement and bond receipt, rental receipts, rate notice, water, gas, electricity account, electoral roll notice.
- 2.3 From 2018, the siblings of local enrolments enrolled in 2017 or prior under the previous catchment area for Girraween Public School (refer to the blue outline on the map included in this policy), will require the following documentation to confirm enrolment;
 - Proof of student enrolment in 2017 eg; student reports
 - Proof of parenthood of a former local student and applicant eg; birth certificate
 - Proof of address in catchment area excised from local area boundaries in 2018 eg; electoral roll, current and 2017 utility accounts, continuous rental arrangement for 2017 till present.

The school will confirm records prior to accepting enrolment applications

- 2.4 The decision to enroll a child, and with what level of support, will depend on a number of factors, including the child's educational needs, the expressed desires of parents or caregivers, the capacity of the system to provide the level of support required, and the availability of support services at alternative locations.
- 2.5 When a child presents for enrolment, background information from previous school is requested and any history of violence is ascertained in case risk assessments are needed before enrolment (see Legal Bulletin 40). For all new enrolments an appraisal of the child's educational and support needs will be carried out. This may occur as part of a planned transition process.
- 2.6 Consultation may be sought with regional office prior to enrolment.
- 2.7 A Case Conference will be organised prior to enrolment to identify the most appropriate placement.
- 2.8 A child who is not an Australian Citizen may enrol if the requirements in Section 2 are met, and
 - has the appropriate passport and Visa if required, and
 - the school sights original documents.
- 2.9 Enrolment is accepted for one family at one address within the catchment area.
- 3.0 Temporary Visa holders will only be accepted if the child is living in the local area, the system can provide the level of support required, there is room in the appropriate grade and the requirements of the International Business Unit are met.

For more information on enrolment and fees for temporary visa holders and overseas students, contact:

International Business Unit
NSW Department of Education and Training
Level 2, 770 George Street, Sydney NSW 2000
GPO Box 33, Sydney NSW 2001
Phone: 1300 300 229 (local call) OR (612) 9217 4801
Fax: (612) 9212 6721

Website: <http://www.tafensw.edu.au/international>

SECTION 3: NON-LOCAL ENROLMENTS

- 3.1 The number of non-local places depends upon the availability of permanent accommodation.
- 3.2 Girraween Public School may not have places available and will be closed to non-local enrolments if permanent accommodation is fully utilised with local enrolments.
- 3.3 When non-local places are available they are allocated according to the following criteria:
 - Priority 1: siblings already enrolled at the school
 - Priority 2: preference for particular educational programs
 - Priority 3: safety and supervision before and after school
 - Priority 4: medical reasons and/or student welfare needs
- 3.4 Applications may be lodged at the school up to 12 months prior to the enrolment date and are kept in order of receipt, in each priority.

SECTION 4: ACCOMMODATION

- 4.1 This procedure does not include enrolment in Support Classes.
- 4.2 Enrolments for Support Classes are organised through the regional placement panel process.
- 4.3 IM Class maximum is 18 students and IO Class maximum is 10 students.
- 4.4 The Principal in consultation with the Director, Public Schools NSW calculates the enrolment ceiling and the number of non-local places available.
- 4.5 The Principal advises the P&C regarding enrolment numbers and the current enrolment ceiling.
- 4.6 The enrolment ceiling is based on available permanent accommodation (brick and timber buildings, but not demountables) and must allow for anticipated local demand.
- 4.7 Demountables are not counted towards the enrolment ceiling unless replacement accommodation is under construction.
- 4.8 Allowance is made for local area students who may enrol during the year.
- 4.9 No additional accommodation by building or further demountables will be provided to cater for increased enrolments resulting from new non-local placements.
- 4.10 Girraween Public School's enrolment ceiling is calculated using the Department of Education staffing formula for classes Kindergarten, Year 1, Year 2 and Years 3 to 6 and must include an enrolment buffer of 5% for local area enrolments.
- 4.11 When there is excess accommodation a number of non-local places will be made available.

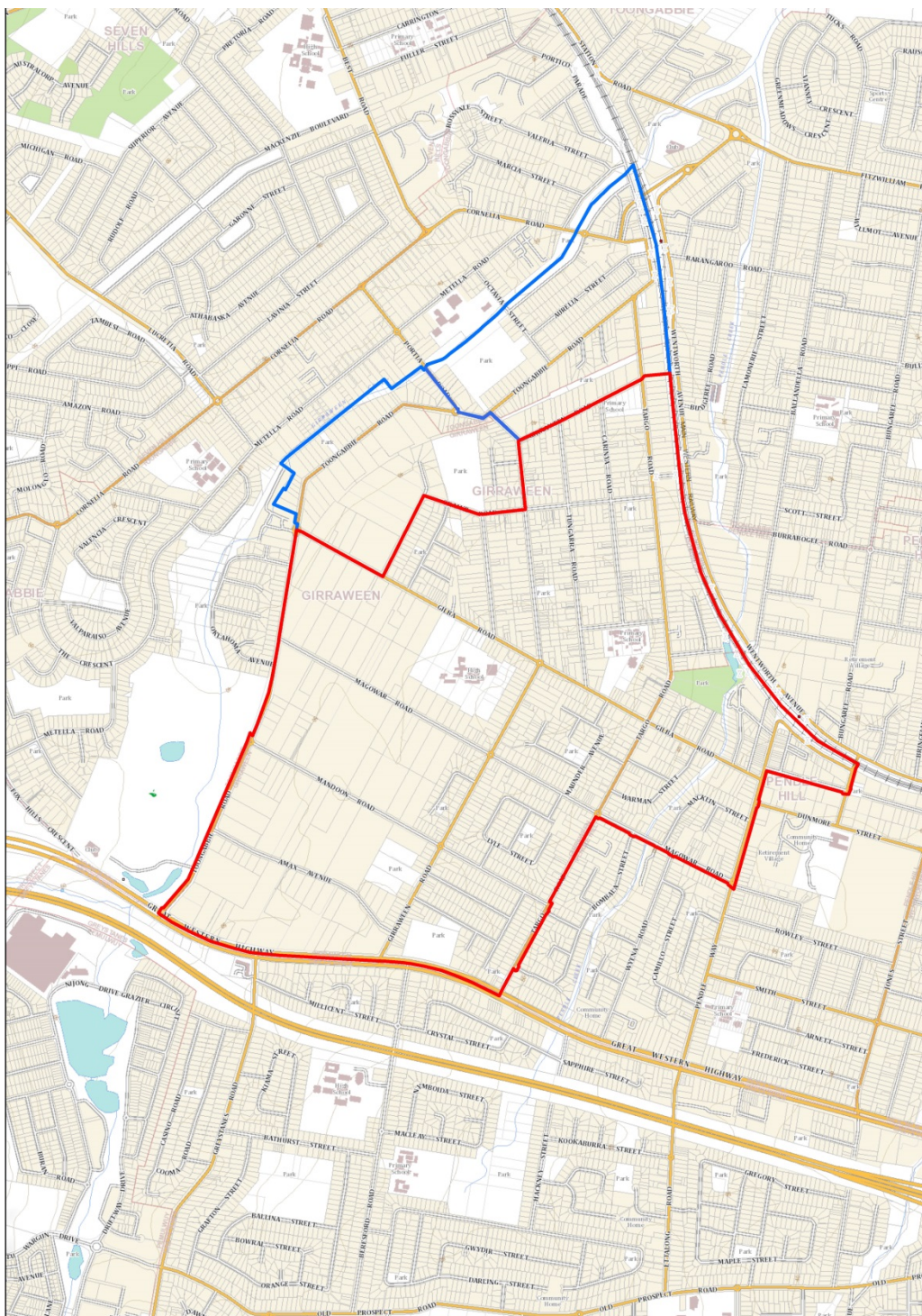
SECTION 5: NON-LOCAL ENROLMENT PROCEDURES

- 5.1 Parents apply to the Principal using the “Application for Non-Local Placement” form which is available from the school office.
- 5.2 The principal may offer enrolment if a non-local place is available in the appropriate grade.
- 5.3 If no non-local place is available the principal may accept the application form and place the child’s name on a waiting list.
- 5.4 Non-local applications are accepted up to a maximum of twelve months prior to the proposed enrolment date.
- 5.5 Priority on the waiting list is by order of receipt and the criteria listed in 3.3.
- 5.6 The Placement Panel determines the applicant’s priority when a number of the criteria in 3.3 need to be applied.
- 5.7 The Placement Panel consists of the Principal, a staff member and a member of the P&C.
- 5.8 A sibling (of a previously locally enrolled child) who is living outside the school’s designated intake area is not considered a local enrolment and will be considered under the non-local enrolment criteria.

2018 Enrolment Area Map

To confirm street addresses within the 2018 catchment area, in red, refer to <http://www.schools.nsw.edu.au/schoolfinder>

A child whose home is within the catchment area and who is eligible to attend is a local enrolment.



SECTION 6: APPEALS

- 6.1 Parents are entitled to a written response outlining reasons should their child not be eligible for enrolment at the school.
- 6.2 All appeals regarding non-local placement should be directed to the Director of Schools through the Principal.
- 6.3 The Director, Public Schools NSW has delegated authority from the Secretary, Department of Education, to review the Principal's decision.
- 6.4 Appeals will be granted only in exceptional circumstances and only if the enrolment does not require additional staff and/or accommodation.

ENQUIRIES:

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