

Hastings Public School

Operating Procedures and Guidelines

ENROLMENT



Purpose

This document sets out school procedure and guidelines in relation to student enrolment at Hastings Public School. This document is guided by the content outlined in the Department of Education document *'Enrolment of Students in Government Schools: A Summary and Consolidation of Policy'*.

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 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
- 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 consideration will be given to each of the criteria.

In addition to these general principles, there are particular criteria for enrolment in some schools including selective high schools, some specialist high schools, Intensive English Centres, and for some students including international students and students with special learning needs. The decision on where to enrol a student, and with what level of support, will depend on a number of factors, including a student's educational needs, the expressed desires of parents 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 the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

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Enrolment Ceiling

Each school will establish an enrolment ceiling, based on available permanent accommodation. Demountables are not usually counted towards the enrolment ceiling unless replacement accommodation is under construction. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements. Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. Places in the buffer are not to be offered to non-local students. In schools where spare accommodation exists, except for enrolments at the commencement of the school year, non-local placements must not generate demand for extra staff or create disruption to school routine.

School Boundaries

Southern Side of Swift Street left into Granite Street, right into McLaren Drive. From Ocean Drive / Koala Street intersection, through to Pacific Drive / Lighthouse Road intersection. See Appendix for list of streets within the school zone.

Non-Local Enrolments Procedure

All parents may seek to enrol their child at Hastings Public School. The School Principal will meet with other non-local enrolment committee members (one staff member and one member of the school's P & C) to consider applications for students seeking non-local enrolment. Where the demand for non-local enrolments exceeds availability, the school will establish a placement panel to consider and make recommendations on all nonlocal 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 nominated by the school's parent organisation. The panel will be chaired by the principal who will have a casting vote. While there may be consultation with the school council or other school community representative structures, the development of criteria for the enrolment of non-local students will be the responsibility of the placement panel. The criteria will be consistent with the general principles governing enrolment stated above. 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 decisions made by the placement panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year. The placement panel should record all decisions and minutes of meetings are to be available on request by the School Director.

Non-Local Enrolments 2017 and 2018

There are currently no places available for non local enrolments. This includes siblings of students currently enrolled who are non local enrolments. As there is currently no vacancies for out of area applicants, there is no Out of Area Placement Panel in place. All appeals should be directed to the School Principal.

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Criteria for Selecting Non-Local Applicants will include consideration of the following factors:

- Compassionate circumstances, the validity of which is accepted by the placement panel.
- Siblings already enrolled at the school
- Special interests and abilities
- Parents who wish their children to attend this school as a matter of personal choice
- Proximity and access to the school
- Medical reasons
- Safety and supervision of the student before and after school
- Structure and organisation of the school

Providing that:

- the school's enrolment ceiling is not breached and
- the school's relevant Year enrolment is not breached

In the event that a non local enrolment application is not available due to the enrolment ceiling or buffer, the Non-local enrolments may be placed on a waiting list and parents will be informed in writing.

Waiting Lists

Waiting lists may be established for non-local students. Parents should 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 should reflect realistic expectations of potential vacancies. 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. Where required, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter. If the matter is not resolved at the local level the School Director will consider the appeal and make a determination. The School Director will consult with the relevant principals and school communities as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Consultation

Out of area enrolments will involve consultation with relevant local schools to ensure clear communication of enrolment implications and affects on student numbers and staffing.

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Responsibility of the Principal

With regard to enrolment the school principal is responsible for:

- preparing an enrolment policy in consultation with the school council
- informing present and prospective members of the school community about provision available at the school
- managing the school enrolments within the resources provided to the school
- advising the School Director of enrolment 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 (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.

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 birth certificate or passport, is required on enrolment. The enrolment of eligible children in Kindergarten year is to commence within the first week of the school year
- The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment in schools, preschools and child care centres. Parents 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.

Enrolment of students in specific circumstances

Department of Education Enrolment Procedures will be followed in accordance with the *Enrolment of Student in Government Schools: A Summary and Consolidation of Policy* in relation to students in specific circumstances. These include enrolment of:

- Students with Special Needs
- Students in Out of Home Care
- Non-Australian Citizens
- Temporary residents
- Exchange students

Department of Education guidelines are followed for:

- Short term enrolment of students
- Part time attendance
- Exemptions
- Specialised Program enrolment

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Hastings Public School Enrolment Procedures and Resources

<i>Enrolment Action</i>	<i>School Procedure</i>	<i>Responsibility</i>	<i>Resource</i>
Parent / Carer makes an enquiry to the school.	Enrolment Enquiry taken including family details.	Office Staff	Enrolment Enquiry Form Out of Area Application Form when necessary
Enrolment Interview Scheduled	Appointment scheduled with the school Principal or delegated executive.	Office Staff	
Enrolment Interview – at this meeting the parents / carers will be provided with all of the relevant information about the school, the enrolment form and school handbook.	Principal or delegated Executive conducts the enrolment meeting following the Student Enrolment Proforma.	Principal / Executive	Student Enrolment Meeting Proforma
Transfer Request and Request for Student Background Information and Documents made to previous school (if students transferring from another NSW school)	Transfer request faxed to previous school	Office Staff	Transfer Request
Student transferring from interstate	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.	Office Staff Principal	
Overseas enrolment	See procedures for Enrolment of Non-Australian Citizens (Enrolment of Students in Government Schools)	Office Staff Principal	Enrolment of Students in Government Schools - A Summary and Consolidation of Policy.
Enhanced Enrolment procedures (Only if required)	Additional planning and preparation if required to meet the needs of the student	Principal	May involve: Health Care Plan Risk Assessment Behaviour Plan Crisis Management Specific Teacher Training Request for additional resources.
Arrival of Student Record Card	Record is checked for appropriate contents eg copy of birth certificate, immunisation record etc. Record passed on to Principal, followed by the Class Teacher and Counsellor if required.	Office Staff	

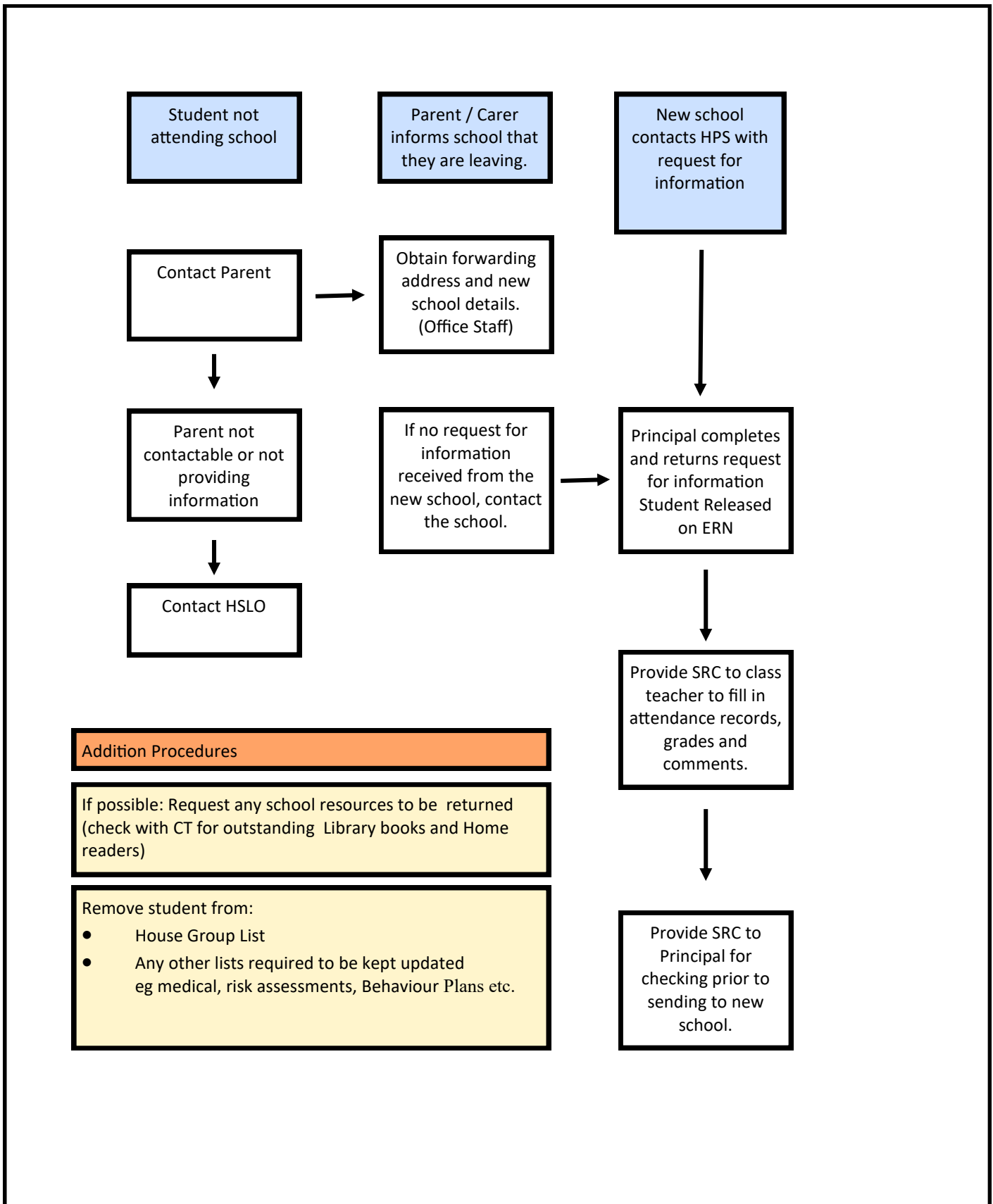
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Hastings Public School Procedures for ceasing enrolment



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Out of Area Enrolment Application Procedure

