



# BANKSMEADOW PUBLIC SCHOOL

*A quality education in a caring environment*

## **ENROLMENT POLICY**

### **Rationale**

The government school system in New South Wales exists to provide high quality education for all students. *The Education Reform Act 1990* outlines the objects of education and the legal requirements for compulsory schooling.

Banksmeadow Public School's Enrolment Policy and the process for enrolment in Banksmeadow Public School are guided by the [\*Enrolment of Students in Government School: A Summary and Consolidation of Policy \(August, 1997\)\*](#).

### **General Principles Governing Enrolment**

- A student is considered to be enrolled when an Enrolment in a NSW Government School form has been completed and submitted with supporting documentation, the application has been approved by the principal, the student's details have been entered into the enrolment database, and the student attends school
- A student can 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 Education through a process involving consultation between the Asset Management Directorate and the Director, NSW Public School
- Schools are required to ensure they cater for anticipated local demand and that every eligible local child has a place at his or her local school if he or she chooses to attend it
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

### **Local Enrolments**

Children are entitled to be enrolled in their local government school, as designated for the intake area within which the child's home is situated and that the child is eligible to attend. Banksmeadow Public School's intake area is determined by the NSW Department of Education. Please see Appendix 1 for a map of the local intake area.

Applicants for local enrolments are requested to provide two original documents proving residency at the given address. These may include an electricity/gas/phone bill, rates notice, etc, and must state the name of the parent/caregiver.

### **Non-Local Enrolments**

Banksmeadow Public School has an enrolment ceiling based on nine permanent classrooms. A buffer to accommodate designated intake area students enrolling throughout the year will also be maintained. This buffer will be determined by historical data as well as anticipated future needs. Applications for non-local enrolments will be considered only when there are places available in the school, and will not create the need for additional staff or accommodation. Applicants for non-local enrolment should provide a cover letter, addressed to the principal, detailing reasons for their request for a placement at Banksmeadow Public School.

Criteria for selecting amongst non-local enrolment applications may include:

- siblings currently enrolled at and attending the school
- enrolment at Banksmeadow Public School Preschool
- proximity and access to the school
- safety and supervision of the student before and after school
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school.

Priority of non-local enrolments will be given to siblings of students currently enrolled at Banksmeadow Public School and then students who have attended Banksmeadow Public School Preschool in the year before the anticipated enrolment. Subsequent places will be offered in accordance with the date of lodgement of the application.

A panel comprised of the principal, a staff member and a parent representative nominated by the P&C Association, will determine offers of placement if necessary. If a parent wishes to appeal a decision made by the panel, the appeal should be made in writing to the principal. If the matter is not able to be resolved, the Director, Public Schools NSW, will consider the appeal and make a determination.

Waiting lists may be established for non-local students. Waiting lists will remain active until the end of the school year preceding the enrolment.

## **PROCEDURES FOR ENROLMENT IN PARTICULAR CIRCUMSTANCES**

### **Enrolment in the Preschool**

Children are eligible for enrolment in Preschool classes if they turn four years of age on or before 31 July in that year. Enrolment may continue throughout the year as vacancies occur. Enrolment applications will be accepted from day one of Term 2 in the school year prior to anticipated enrolment.

Refer to the Banksmeadow Public School Preschool Enrolment Policy for further information regarding enrolment in the Preschool.

### **Enrolment in Kindergarten**

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. Original documentation providing proof of age, such as a birth certificate or passport, is required prior to enrolment. Enrolment applications will be accepted from day one of the school year prior to anticipated enrolment.

*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.

### **Early Enrolment of Students who are Gifted and Talented**

The principal may decide that early entry to school of a student who is intellectually gifted and talented is appropriate to meet the student's educational, social and emotional needs. When a student is being considered for early entry into Kindergarten, the school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This will be undertaken by the school counsellor or a registered psychologist. Judgements about the student's emotional maturity may also include input from the student's parents and the school counsellor or psychologist. Those considering early enrolment may wish to note that a review of the research reveals a consensus that, for successful outcomes, a child

should be within six months of approved entry age. (*Guidelines for Accelerated Progression*, Board of Studies, New South Wales, 1991).

### **Enrolment of Students with Special Needs**

Enrolment of students with special needs will be considered in regards to the following factors:

- the student's educational needs
- the capacity of the school to provide the level of support services required
- the availability of support services at alternative locations

When a student with special needs presents for enrolment, an assessment of the educational needs of the student will be carried out. The principal will seek support from the Learning and Wellbeing officer in the local Educational Services team. Principals will also consult parents/caregivers and documentation from relevant medical professionals may be considered.

### **Enrolment in a Support Class**

Banksmeadow Public School has a Support Unit made up of three support classes for students with a moderate intellectual disability and/or autism. Enrolment in these classes is dependent on outcomes from a placement panel held by the Educational Services team. Students wishing to gain enrolment in these classes must submit an Access Request, which is completed by their local government school.

### **Enrolment of Non-Australian Citizens**

Non-Australian citizens will be enrolled in accordance with the procedures set out in *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*. This includes temporary residents, students holding a student, visitor or bridging visa, and exchange students.

### **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 *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*. When students transfer from one NSW government school to another, a Student Transfer Certificate must be completed.

### **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.

### **Enrolment Process**

Families wishing to enrol their child must complete an *Application to Enrol in a NSW Government School* form. Parent/Carer 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.

Original documentation providing proof of age, such as a birth certificate or passport, as well as two original forms of proof of address, is the minimum supporting documentation required for enrolment.

### **School Structure**

The structure of classes at Banksmeadow Public School are made after careful consideration of student numbers and guidelines for class size numbers as set out by the Department of Education. It may be necessary to form composite classes, including those that are made up of different stages.

## Class Formation

Classes will be formed through consultation with staff. When forming classes, consideration may be given but will not be limited to, the needs surrounding a student/groups of students' academic level, social development, demonstrated behaviours, level of maturity and friendship groups. The wellbeing of students will be considered when forming classes.

## APPENDIX 1 – MAP OF LOCAL INTAKE AREA

