



# Vacy Public School Enrolment Policy

Last Review: June 2019

Next Review: June 2021

Principal: Mrs Karen Fonti

## Context

Every 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.

## Objectives

The Education Reform Act 1990 outlines the objects of education and the legal requirements for compulsory schooling. The legislation requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home schooling. It is the duty of the parent or carer to ensure that these obligations are fulfilled.

## General Principles Governing Enrolment

1. A student is considered to be enrolled when he or she is placed on the
2. admission register of a school.
3. A student should be enrolled in one school only at any given time.
4. Children are entitled to be enrolled at the government school that is designated
5. for the intake area within which the child's home is situated and that the child is
6. eligible to attend.
7. Parents may seek to enrol their child in the school of their choice.
8. School local areas are determined by the Department of School Education
9. through a process involving consultation between the Properties Directorate

10. and the district superintendent.

11. Schools are required to set an enrolment number to cater for anticipated local

12. demand and to seek to ensure that every eligible local child has a place at his

13. or her local school if he or she chooses to attend it.

14. Schools are required to have a written policy which states the grounds on which

15. non-local enrolments will be accepted.

16. The primary criteria for acceptance of non-local enrolments will include the

17. availability of appropriate staff and permanent classroom accommodation.

18. The policy and criteria should be expressed in plain English, and in community

19. languages where necessary. It should be made clear what consideration will be

20. given to each of the criteria.

## Audience and Applicability

All schools.

## Responsibilities

**Parents** - It is the duty of the parent or carer to ensure that the obligations set out in the Education Reform Act 1990 are fulfilled.

**Principals and Directors** - In consultation with the Director Educational Leadership and the school community, principals will develop a written enrolment policy for the school. The policy will be consistent with the following directions:

1. An Enrolment Ceiling will be established on a yearly basis. As Vacy Public School has 3 permanent classrooms, the **Enrolment Ceiling of 69 students** is based on this and the availability of the required associated staff.
2. As no additional accommodation will be provided to cater for increased enrolments resulting from non-local placements, an Enrolment Buffer of 6 has been determined. This buffer is to cater for unexpected local students arriving throughout the year and is based on historical data and enrolment fluctuations caused through families moving in and out of the area.

3. When 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.
4. When demand for non-local placement exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The panel consists of Principal, at least 1 staff member and 1 parent. The placement panel is responsible for development of the criteria for non-local enrolments. In assessing applications, the panel will only consider matters presented on application form. Minutes and decisions from placement panel meetings will be recorded.
5. Criteria for non-local enrolment applications: Preference given to siblings of children already enrolled at the school where possible;
6. Other factors could include [but not in priority order]:
  - Proximity and access to school
  - Medical reasons
  - Safety and supervision before and after school
  - Availability of subjects and extra curricula programs
  - Compassionate circumstances
  - Structure and organisation of school
7. Waiting lists may be established and parents will be advised in writing of their child's position on list.
8. Waiting lists will reflect realistic expectations of potential vacancies and are current for one year only.
9. Appeals may be made in writing to the Principal. If the matter is not resolved at local level, the Director of Educational Leadership will make a determination. **(See attached flowchart for Non-Local Enrolment procedures.)**
10. Local applications will be determined by the <https://education.nsw.edu.gov.au/school-finder>
11. Local applications need to include 3 pieces of documentation proving residency at the said address i.e. rental agreement, rates notice, electricity/gas/phone bill etc.

**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.

Whilst it is the intention that children be enrolled at the beginning of the year, parents 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 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 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.

The last review was conducted in June 2019 by Karen Fonti (Principal) and school staff.