Enrolment Policy

Review date: May 2015

This enrolment policy is to be read in conjunction with Enrolment of Students in Government Schools: A Summary and Consolidation of Policy. Department of Education & Training, August, 1997.

Local Area: This is the ‘intake area’ from which students are drawn from for enrolment at their local school. Please see the end of this document for our “Catchment Area Map” or visit http://www.darlington-p.schools.nsw.edu.au/

Purpose of this policy
To provide information for parents on the requirements and procedures for enrolment at Darlington Public School.

Scope of this policy
This policy describes the enrolment process for all students enrolling at Darlington Public School, from Kindergarten to Year 6. Enrolment in our Preschool is included in a section of this policy.

General Principles Governing Enrolment

- A child is considered to be enrolled when an Application to enrol in a NSW Government School has been completed by one or both parents or caregivers, the student’s name entered on the ERN system and the student presents for enrolment. The application can be located at: http://www.schools.nsw.edu.au/gotoschool/enrolment/index.php
- A student can only be enrolled at one school at any given time
- Children are entitled to be enrolled at the public school that is zoned as the designated area for their primary place of residence ie; their ‘local area’.
- The ‘local area’ is determined by the Department of Education and Communities through a process involving the School Education Director and the Priorities Directorate.
- The requirements of Work Health and Safety will be considered before any student is enrolled into the school. Risk assessments may be considered to be in place prior to the student starting at the school.
- Schools are required to have a written policy which states the grounds on which a student considered to be a ‘non-local area’ enrolment will be accepted.
- In addition to the criteria for the acceptance of ‘non-local area’ enrolments will be the consideration of the availability of appropriate staff and permanent classroom accommodation.
- The policy and criteria is expressed in plain English and will be translated into other languages where necessary.
Preschool Enrolment
Children may enrol in preschool in the year preceding their Kindergarten year, that is if they turn four years of age on or before the 31st July in that year. We accept out of area enrolments for our Preschool and they are given consideration when applying for “Non-local placement” in our Kindergarten the following year. An Application to enrol in a NSW Government Preschool is required to be completed. This form can be completed at any time preceding enrolment. The application can be downloaded from the Department of Education Website http://www.schools.nsw.edu.au/gotoschool/preschool/index.php

Kindergarten Enrolment
Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31st July in that year. Children reaching the statutory age of 6 years will also be enrolled in Kindergarten. An Application to enrol in a NSW Government School is required to be completed. This form can be completed at any time in the year preceding enrolment. The application can be downloaded from the Department of Education Website http://www.schools.nsw.edu.au/gotoschool/enrolment/index.php

Documentation required for enrolment at a NSW Government School
All documentation should be originals and current. Photocopies will not be accepted. Note also that a Driver License is not an acceptable proof of residential address. Documentation providing proof of age of the student, such as a birth certificate or passport, is required on enrolment. One document showing proof of identity of the parent’s name and residential address is required.

<table>
<thead>
<tr>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Rate notice</td>
</tr>
<tr>
<td>Rental agreement</td>
</tr>
<tr>
<td>Water rates</td>
</tr>
<tr>
<td>Electricity account</td>
</tr>
<tr>
<td>Gas account</td>
</tr>
<tr>
<td>Home telephone account</td>
</tr>
<tr>
<td>Centrelink document</td>
</tr>
<tr>
<td>Medicare account</td>
</tr>
<tr>
<td>Child’s Birth Certificate</td>
</tr>
<tr>
<td>Child’s Passport</td>
</tr>
<tr>
<td>Immunisation History Statement</td>
</tr>
<tr>
<td>(not the blue book)</td>
</tr>
</tbody>
</table>

**Two** of these proof of residence and identity documents

**PLUS One** of these documents

**PLUS** (for immunized children)
Immunisation
The Public Health Act (Amendment) Act 1992 requires parents to provide documented evidence of a child’s immunisation status on enrolment. This is available through Medicare. Parents have the right of not having their children immunised. However, in the event of an outbreak of a vaccine preventable disease, non-immunised children will be required to remain at home for the duration of the outbreak.

Discrimination in Enrolment
No student will be discriminated against in enrolment on the basis of sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Enrolment Numbers
Enrolment numbers cater for anticipated local demand and 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.

Enrolment Buffer
Within the enrolment ceiling, there is a buffer of 5% of the student population in February, to accommodate local students arriving throughout the year. The size of the buffer is based on historical data, enrolment fluctuations and the number of families moving into or out of the area. Places in the buffer are not offered to non-local students.

Non-local Area Enrolment Applications
Applying for non-local enrolment
Parents seeking enrolment ‘out of area’ will need to complete an Application to enrol in a NSW Government School and include relevant written documentation outlining their reason/s for seeking enrolment outside of the ‘local area’, in accordance with this policy’s criteria. Our enrolment policy focuses on taking in area students from within our current boundaries (see the map at the end of this document). As you will be aware there is rapidly growing population in our school and in those primary schools in our surrounding area. Siblings of current out of area students will be accepted in 2016, this may not be possible from 2017 onwards.

We will continue to keep you updated with regards to out of area placements. Out of area placements will be considered by our school panel.

Placement Panel
The school has a placement panel to consider and make recommendations on all non-local enrolment applications. The panel consists of two School Executives, a school parent nominated by the P&C Association and the School Principal.
In assessing applications, the panel will consider only those matters presented with the Application to enrol in a NSW Government School. Decisions made by the placement panel will strongly consider the enrolment ceiling and the buffer retained for local students arriving later in the year. Also, the availability of appropriate staff and permanent classroom accommodation is factored into assessing non-local enrolments. Parents may apply for a non-local enrolment in addition to their designated local school. A separate Enrolment Application form is required for each school.

Criteria for selection include:
- Parent disability and siblings acting as carers
- Out of home care students
- Access availability for disabled students
- Students enrolled in those schools with pre-school facilities on site

Parents will be provided with a written explanation of the decisions of the placement panel, if formally requested.

**Offers of 'non-local' area Placement at Darlington Public School**
Where the placement panel decides to approve non-local enrolment of a student, offers will be made by letter requiring a parent or caregiver to notify the school of acceptance or otherwise, within 14 days from the date of the letter.

**Waiting Lists**
Waiting lists may be established for non-local residents. Parents will be advised in writing if their child is to be placed on a waiting list. Non-local students will be placed on a waiting list according to the date on the Application to enrol in a NSW Government School. Waiting lists are active for one year.

Non-local students who leave Darlington Public School to enrol at another school, who then wish to return to Darlington Public School at a later date will be placed on the waiting list according to the date on the most recent Enrolment Application form.

**Appeals**
The purpose of the appeal is to determine whether the stated criteria have been applied fairly. Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The principal will seek to resolve the matter. If the matter is not resolved at the school level, the Director of Schools will consider the appeal and make a determination.

**Transferring Students**
Children presenting for enrolment who have previously been enrolled in a government or non-government school, interstate or in New Zealand may be enrolled at the school at any time if they are ‘local area’ enrolments.
Enrolment of Non-Australian Citizens
See the Department of Education and Communities information and procedures for International Students outlined at: www.schools.nsw.edu.au/gotoschool/intnl_students/index.php

Refusal of Enrolment
The School Principal may refuse to enrol a student on the basis of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour.

Enrolment Records
Information about each student enrolled at the school is recorded only for legal requirements and school administrative purposes (for resourcing, accountability and reporting requirements). An enrolment register is kept of all children at the school. This register includes:
- The student’s name, address, date of birth, gender and country of birth
- The parent or caregiver’s details
- The date the student enrolled at the school and class entered
- The date the student leaves or transfers from the school

Darlington Public School catchment area