



Austinmer Public School NSW Department of Education Enrolment Policy Procedures

The procedures outlined in this document are written with reference to the NSW DoE Policy 'Enrolment of 'Students in Government Schools', August 2019 <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools> along with the 'General Enrolment Procedures', July 2019. <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>.

Rationale

This policy procedure document has been developed in consultation with the Director, Educational Leadership North Wollongong, the Principal and the school community.

Legislative Context

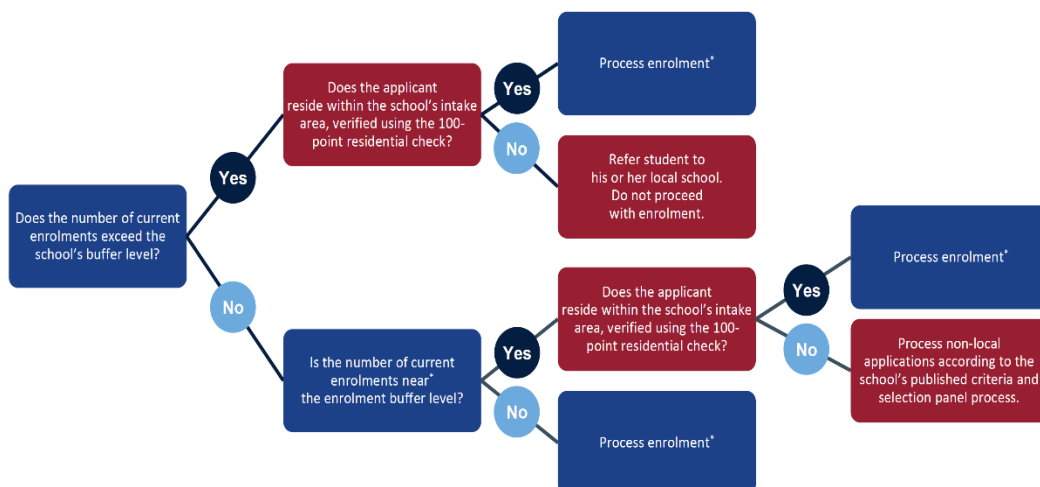
The Education Act 1990 governs enrolment in a NSW Government school. This is complemented by anti-discrimination legislation. In addition, the duty of care and work health safety, privacy and child protection legislation apply to enrolment in a NSW Government school.

Entitlement to Enrol

Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

Parents may enrol a child if they turn 5 years of age on or before 31 July in that year. Students identified as gifted and talented, who are aged 4 years or older at 31 January of the year of enrolment may only be enrolled in accordance with the Gifted and Talented policy. Schools require an Authority to Enrol for each temporary resident and international student enrolment which is issued by DE International and the Temporary Resident Program.

Decision Tree for Standard Enrolments



*For more information, visit: <https://education.nsw.gov.au/policy-management-schools/media/documents/Decision-tree-Revised-enrolment-policy-2019.pdf>

Enrolment Cap

The enrolment cap is the number of students that can be enrolled at a school based on permanent accommodation. The cap is determined centrally by School Infrastructure NSW.

The Enrolment Cap for Austinmer Public School (as at August, 2019) is 162 enrolments.

Enrolment Buffer

Within the enrolment cap, a number of enrolment places (a buffer) must be set aside for the enrolment of local students arriving throughout the year. Once a school has reached its local enrolment buffer, places cannot be offered to non-local students. The local enrolment buffer and the school's non-local enrolment criteria are to be reviewed on a regular basis. Any change is to be approved by the Director, Educational Leadership in time for enrolment of the following year's intake.

Proof of Residency

Our school will undertake a 100 point check to verify that a student presenting for enrolment resides within the school's designated intake area. In exceptional circumstances, the principal may waive this requirement subject to approval by the Director, Educational Leadership (please see appendix #7).

Enrolment of Non-Local Students

Schools that have reached their enrolment cap have no capacity to enrol non-local students unless requested by the Director, Educational Leadership.

Criteria for the enrolment of non-local students may include:

- siblings already enrolled at the school
- compassionate circumstances
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- structure and organization of the school
- proximity and access to the school
- recent change in the local intake area boundaries

Criteria for the enrolment of non-local students will not include student ability, performance or achievement (see appendix #1).

Wollongong North Network high school enrichment classes

All Wollongong North high schools offer an enrichment class to high potential or gifted students. Only students who have been accepted for enrolment can be considered for enrichment class placement.

While criteria are applied to the formation of each Wollongong North high school's enrichment class, the classes are not designated as Selective classes, nor are the schools identified as partially Selective.

Responding to Non-Local Enrolment Applications

When the principal receives a non-local enrolment application, the principal will inform the principal of the student's local school.

Principals will ensure relevant staff know whether they can or cannot accept non-local enrolments and ensure advice and communication provided to parents is consistent. Principals will also develop protocols, in collaboration with other schools if appropriate, to ensure communications and advice provided to parents is consistent and supportive of public education. This may include requesting a parent to attend at the local school and to meet that school's principal before any non-local enrolment application is considered (see appendix #7).

Procedures for non-local enrolment applications can be found at: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

To consider Non-Local Enrolment applications, an enrolment panel will be established. This panel will consist of a member of the school executive, a member of the schools teaching staff and a school community member, nominated by the Parents & Citizens Association.

Kindergarten Non-Local Enrolment applications (for the following year) will be considered through a panel process in week four (4) of Terms 2, 3 and 4 only.

Enrolment panels

Schools above their buffer cannot enrol non-local students, without the approval of the Director, Educational Leadership.

When the number of non-local applications received exceeds the number of places available below the local enrolment buffer, applications will be considered by a non-local enrolment panel. The principal will also seek the approval of the Director, Educational Leadership before agreeing to enrol the student.

The enrolment panel includes:

- A member of the executive staff (chairperson)
- A member of the school's teaching staff
- School community member, nominated by the school's Parents and Citizens' Association

The preference is for the principal not to be part of the enrolment panel so that any appeal can be considered by the principal in the first instance.

Waiting Lists

Where no non-local places are available within the school's buffer, a waiting list for students may be established by the principal. The length of the waiting list should reflect realistic expectations of potential vacancies and ensure students can participate in the relevant transition processes.

Appeals

Appeals against the decline of non-local enrolment applications must be in writing. They are managed by the principal in the first instance with the purpose to determine whether the stated criteria have been applied equitably.

The Director, Educational Leadership is the final decision maker for appeals against the decline of non-local enrolment applications as per the General Enrolment Procedures (at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>).

Appendices:

1. Non-Local Primary School Enrolment Criteria
2. Non-Local Primary School Application Form
3. Letter of notification – Successful
4. Letter of notification – Unsuccessful
5. Notification of Student Transfer
6. Enrolment Documentation Required
7. Agreed (Seacliff CoS) Enrolment process

Lisa Whitfield

Principal

September, 2019