SANDON PUBLIC SCHOOL
ENROLMENT POLICY

1. LEGISLATIVE CONTEXT
Government 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 caregiver of these students, under the Education Reform Act 1990 to ensure these obligations are fulfilled.

2. GENERAL PRINCIPLES GOVERNING ENROLMENT AT SANDON PUBLIC SCHOOL
- Children within the designated intake area of Sandon Public School are entitled to be enrolled at this school.
- Any parent or caregiver may seek enrolment for their child / children at Sandon Public School.
- A student is considered to be enrolled when he or she is placed on the admission register of Sandon PS.
- A student can be enrolled in one school only at a time.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and current classroom accommodation.
- No person will be discriminated against in enrolment on the grounds of their sex, age, religion, ethnicity, disability, sexual preference or marital status.

3. ENROLMENT CEILING AND BUFFER:
- Nine mainstream classes, one IO / IS class and one IO / AU class has been established as the enrolment ceiling at Sandon Public School. (Total enrolment of approximately 240 students).
- The school’s enrolment buffer will be determined to accommodate local students arriving throughout the school year and to ensure retention of current student enrolment and staffing entitlements.
- The size of the school’s buffer may slightly vary based on historical data, on enrolment fluctuations and on the number of families moving in and out of our intake area.

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4. SCHOOL PLACEMENT PANEL
The school’s enrolment Placement Panel will consider and make recommendations on all non-local enrolment applications. The composition will include one staff member other than the principal and one school community member nominated by the school parent organisation.
5. **APPLICATION TO ENROL IN NSW GOVERNMENT SCHOOLS**

All parents / caregivers seeking enrolment at Sandon Public School will be required to complete the updated enrolment application. In addition to collecting information relating to student and family details, the form collects information on the student's previous history, including any disciplinary history of suspension or expulsion relating to issues such as violence.

The application also gives parents the opportunity to provide our school with information that will help them facilitate the smooth transition of students into our specific school setting.

6. **ENROLMENT IN KINDERGARTEN**

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 may plan for the enrolments to occur over a number of days with all Kindergarten enrolments being completed by the end of week two of the school year.

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 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. 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.

7. **CRITERIA FOR NON-LOCAL APPLICATIONS**

While there may be some consultation with the school council, the development of criteria for the enrolment of non-local students will be the responsibility of the placement panel. In assessing the application of the criteria to individual cases, the panel will consider on those matters presented on the application form and not oral or other.

Consideration will usually be given to the following:

- Siblings already enrolled at Sandon Public School
- Safety and supervision of the student before and after school
- Medical reasons
- Compassionate reasons
- Proximity and access to the school
- Special interests and abilities
- Date and receipt of application for enrolment

If the parent wishes to appeal the decision made, then the parent must write a letter to the Principal outlining reasons. If the appeal is unable to be resolved, the Principal will contact the Education Director.

8. **WAITING LISTS**

A waiting list may be established for non-local students. Parents should be advised in writing if their child is to be placed on a waiting list. The waiting list will be current for one year and will be established for students in the non-local area.
9. **GENERAL ENROLMENT PROCEDURES**

Where a student seeks to enrol at or transfer from another DET school to Sandon Public School the principal will need to ensure the following has been undertaken:

- Check the formal Application to Enrol and interview the parent to discuss the student’s previous history and any special needs, learning difficulties / disabilities, gifts / talents, custodial agreements and medical conditions.
- In the case of a new enrolment, sight proof of birth and immunisation documentation. (Note: Birth Certificate / passport is essential for enrolment into Kindergarten or from interstate or Independent system).
- In the case of transfer, indicate to the parent that the enrolment will not be finalised until student records from the previous school have been received.
- In the case of transfer, order a request for the student’s record card from the previous school.
- In the case of transfer, ring the previous school to check that the child does not have a history of violence.

10. **ENROLMENT OF STUDENTS WITH SPECIAL LEARNING NEEDS**

Sandon Public School provides a range of services and resources to support the education of students with disabilities. When considering enrolment of a student with a disability the school will consider the full range of provisions available.

Where a student with a disability presents for enrolment, it is the responsibility of the principal to ensure that a thorough appraisal of the student's educational needs is carried out in consultation with the parents, school counsellor and appropriate DET personnel. Enrolment will take place only after all available support structures and special provisions have been put in place.

Requests for enrol in the school’s special education unit will be considered by the Placement Panel.

11. **ENROLMENT OF STUDENTS UNDER TEMPORARY VISA HOLDER PROGRAM**

Sandon Public School welcomes students from a range of ethnic and cultural backgrounds. Parents who present with temporary visa approval will need to complete additional application for enrolment in NSW Government Schools through the temporary visa holder unit in Wollongong. This can be facilitated by the school. Enrolment cannot occur until appropriate visa class has been determined, payment where appropriate has been made and written approval has been received by the school from the Temporary Visa Holders Unit. Enrolment can only be for the period specified on the visa.

12. **ENROLMENT OF STUDENTS WITH A HISTORY OF VIOLENCE**

In the case where there are reasonable grounds to suspect that the student seeking enrolment at Sandon Public School has a history of violence the principal will:

- Arrange the timely transfer of records from the previous school as these must be examined prior to the completion of enrolment.
- Send the ‘URGENT REQUEST FOR STUDENT BACKGROUND INFORMATION AND DOCUMENTS’ to the previous school in order to assist in the preparation of a RISK ASSESSMENT in the context of the pending enrolment.
- Ensure that the school counsellor has contacted the school counsellor from the previous school and that the counsellor file has been sent by the quickest means possible.
- Meet with the school counsellor and other relevant personnel to carry out the RISK ASSESSMENT.
- Ensure that appropriate resourcing and support has been accessed prior to completion of enrolment.
- Ensure that a behaviour plan has been developed and put in place in consultation with the child’s parents, class teacher, school counsellor and other relevant personnel prior to completion of enrolment.
- Ensure that personal information regarding the new student is shared only to the extent that it is necessary to protect the health and safety of people at the school.
13. **EARLY ENROLMENT OF STUDENTS WHO ARE GIFETED AND TALENTED**

Sandon Public School has a responsibility to provide a range of opportunities for gifted and talented students. 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 to Kindergarten, a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment will be carried out by the school counsellor and/or registered psychologist.

Judgements about the student’s emotional maturity should include input from the student’s parents and the school counsellor or psychologist.

14. **OTHER**

This policy will be evaluated every two years to determine its ongoing currency and relevance in the light of NSW DET changes and developments.