**RATIONALE:**

Legislation requires that all students between the age of six and seventeen be enrolled at a government or registered non-government school and to attend school each day. Instruction is provided or students are to be registered for home schooling. Government schools exist to provide high quality education for all students.

**PRINCIPLES GOVERNING ENROLMENT:**

- A student is considered enrolled when he/she is placed on the admission register.
- A student may only be enrolled in one school at any given time.
- Students, eligible to attend school, are entitled to be enrolled at the government school that is designated for the intake area within which the student’s home is situated.
- School intake areas are determined by the Department of Education & Training through a process involving consultation between Properties Directorate, the District Superintendent and local Principals.
- Schools are required to set an enrolment number to cater for anticipated local demand and to 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.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- Parents may seek to enrol their child in the school of their choice.
- Acceptance of non local placements will be dependent on availability of appropriate staff and permanent classroom accommodation.
- The policy and criteria should be expressed in plain English, and in community languages where necessary. It should be made clear what consideration will be given to each of the criteria.

**LOCAL ENROLMENT AREA:**

Wollongong West: Please see attached map.

**ENROLMENT CEILINGS:**

The enrolment ceiling for

- Kinder is 20 students per class. (from 2005)
- Year 1 is 22 students per class. (from 2006)
- Year 2 is 24 students per class. (from 2006)
- Year 3-6 is 30 students per class.

**ENROLMENT BUFFER:**

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements.

*Updated, December 2011*
Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. Places in the buffer are not to be offered to non-local students.

At Wollongong West Public School, the enrolment buffer for K-6 classes is to be two (2) students per grade.

**PLACEMENT PANELS:**

In schools where demand for non-local placements exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel is to be determined locally but must include at least one staff member, other than the principal, and one school community member nominated by the school’s parent organisation. The panel will be chaired by the Principal who will have a casting vote.

The panel at Wollongong West Public School is made up of the Principal, a member of the school executive and a nominated parent representative. The development of criteria for the enrolment of non-local students will be the responsibility of the placement panel. The criteria for Wollongong West Public School is listed below.

In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions. The decisions made by the placement panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year. The placement panel should record all decisions and minutes of meetings are to be available on request by the School Education Director.

**NON-LOCAL ENROLMENT:**

When a parent applies for out-of-zone enrolment the following procedures will be followed:

- The Principal of the local school will be contacted to inform him/her of the application.
- Parents will be given the “Application for non-local placement” form and asked to lodge it with the requested school.
- A waiting list will be established should non-local placement applications exceed demand. Waiting lists are current for one year.
- An appeal against the committee’s decision may be made in writing to the Principal. The Principal will endeavour to resolve any appeals but where resolution is not possible the matter will be referred to the School Education Director.
- Two vacancies need to be available in each class to allow for unexpected local enrolments.

**CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS:**

Criteria includes factors such as (criteria are not listed in priority order):

- Proximity and access to the school.
- Siblings already enrolled at the school.
- Initial enrolments in Kindergarten.
- Medical reasons.
- Safety and supervision of the student before and after school.
• Student welfare needs.
• Special interests and abilities.
• Particular educational programs or philosophies.
• Compassionate circumstances.
• Structure and organisation of the school.

The principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they make a request.

WAITING LISTS:
Waiting lists may be established for non-local students. Parents should be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list should reflect realistic expectations of potential vacancies.

Waiting lists are current for one year.

APPEALS:
Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. Where required, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter.

If the matter is not resolved at the local level the district superintendent will consider the appeal and make a determination. The School Education Director will consult with the relevant principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

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. Advice will generally be provided through the newsletter and P&C meeting.

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.

ENROLMENT OF STUDENTS WITH SPECIAL LEARNING NEEDS:
Students with Disabilities
The Department of Education & Training provides a range of services and resources to support the education of students with disabilities. These include:

• Targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes.
When considering the enrolment of a student with a disability, all these provisions should be considered.

The decision on where to enrol a student with a disability, and with what level of support, will depend on a number of factors, including the student’s educational needs, the expressed desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

In many situations it will be possible to enrol a student with a disability at the desired school with the necessary level of specialist support. In some circumstances the level of support required, or the specialist nature of that support, will necessitate alternative enrolment options being provided.

In each case, when a student with a disability presents for enrolment, it is the responsibility of the principal to ensure that an appraisal of the student’s education needs is carried out. For some students appraisal will have occurred as part of a planned transition process. For others, the appraisal will take place at the time enrolment is sought.

Appraisals will involve parents or caregivers and will entail consideration of the students’ support needs in areas such as curriculum, mobility, social skills, personal care and communication. It will often involve consideration of supporting documentation from medical practitioners and other health and education professionals. School Education Area (SEA) special education consultants are available to assist in this process, in particular, to identify the resources which may be available to support the enrolment.

Requests for enrolment in special classes or at a special school are considered by a SEA placement panel.

The Special Education Handbook for Schools contains descriptions of services available, eligibility criteria for access to services and procedures to be adopted in enrolling students with disabilities.

ENROLMENT IN DISTANCE EDUCATION:

The provision of distance education is primarily for the purpose of ensuring access to education for students who would otherwise have limited chances at educational participation.

PART-TIME ENROLMENT:

Students are generally enrolled in a school on a full-time basis. Part-time enrolment, however, is possible in some situations, including:

- students who undertake some of their studies external to the school.
- students with disabilities involved in post-school options.
- students with medical conditions enrolling in distance education (medical documentation must be provided.).

Students seeking to enrol part-time should consult the principal.
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.

IMMUNISATION:
The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a student’s immunisation status on enrolment at school. Where parents choose not to immunise their children they will be required to remain at home for the duration of an outbreak of a vaccine preventable disease.

EARLY ENROLMENT OF GIFTED AND TALENTED STUDENTS:
When a student is being considered for early entry to Kindergarten the school counsellor will undertake a comprehensive evaluation of intellectual functioning, academic skills and social emotional adjustment. Input from the parents should be considered as part of the evaluation.

ENROLMENT OF STUDENTS WITH DISABILITIES:
Definition
A student with sensory, physical, psychological or intellectual impairment, which causes a significant loss or reduction in the ability to participate in a regular educational program, is defined as having a disability.

Principles
Every student with a disability must be able to attend their regular neighbourhood school where it is possible, practical and in the best interests of the student.

The Principal is the officer responsible for making an offer of enrolment to the parent after consideration of the Integration Policy and the availability of resources to support enrolment.

In cooperation with the Special Education Consultant and the School Counsellor and the concurrence of the parent/caregiver the Principal will:

- Obtain any information/report recorded with Department of Education & Training.
- Obtain any appropriate information from other agencies.
- Use all available sources and personnel to make an assessment of the student’s educational level and needs.
- Discuss the implications of the enrolment with teaching and SASS staff giving attention to:
  - the nature of the student’s disability and requirements.
  - availability of resources, facilities and support services.
  - the school organization required to meet the child’s educational and personal care needs.
- Discuss with the School Education Director and the Special Education Consultant the appropriateness of the school’s resources and what support from State Integration is available.
When the above procedures are complete the principal will arrange a meeting with the parent/caregiver to consider all matters pertaining to the enrolment including:

- views of the parent/caregiver as to the child’s needs or regular school placement.
- capacity of the current and/or available resources to meet the needs of the child.

Decisions
When the decision is made to enrol the child the Principal must:

- Ensure that all necessary support services and facilities are available and so advise the parents.
- Discuss the enrolment with the School Education Director and Special Education Consultant.
- Advise the parents/caregiver that there will be a regular review, involving them, of the appropriateness of the child’s continued enrolment.

The Principal, in consultation with the appropriate members of staff, support personnel and parents/caregivers, will monitor the students progress and advise the School Education Director annually of the appropriateness of the enrolment.

ENROLMENT OF NON-AUSTRALIAN CITIZENS:

Education is compulsory for non-Australian citizens between the ages of six and fifteen holding a visa granting them permanent resident status.

For non-Australian citizens holding a temporary visa, enrolment is only for that period specified on the visa.

SHORT TERM ENROLMENT:

Where a student is enrolled for a period less than a term

- The student should not be enrolled but regarded as short attendance.
- The home school maintains the child on their register notifying that the child is attending another school.
- The host school must keep a record of attendance and notify the home school at the end of the stay.

TRANSFER CERTIFICATES

Where students transfer between schools in New South Wales, a transfer certificate must be completed. Every effort will be made to secure transfer certificates from transferring students.
**ENROLMENT OF STUDENTS POLICY CHECKLIST:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent completes Enrolment Application form (non-local enrolment application if necessary). Transfer certificate attached</td>
<td>(SAM)</td>
</tr>
<tr>
<td>Confer re zoning. Ring Principals of other schools if applicable.</td>
<td>(PR)</td>
</tr>
<tr>
<td>Principal/Assistant Principal interviews student and parents</td>
<td>(PR/EXEC)</td>
</tr>
<tr>
<td>Completion of bus form, private conveyance if relevant.</td>
<td>(SAM)</td>
</tr>
<tr>
<td>Parent information booklet provided</td>
<td>(SAM)</td>
</tr>
<tr>
<td>Principal/AP introduces student (parent) to class teacher</td>
<td>(PR/EXEC)</td>
</tr>
<tr>
<td>Student entered into OASIS</td>
<td>(SAM)</td>
</tr>
<tr>
<td>Request Student Record Card.</td>
<td>(SAM)</td>
</tr>
<tr>
<td>If student from interstate/private school, make out new Record Card</td>
<td>(SAM)</td>
</tr>
<tr>
<td>On receipt of Record Card enter school details and file enrolment form in Student Record Card</td>
<td>(SAM)</td>
</tr>
</tbody>
</table>

**TRANSFER OF STUDENTS:**

<table>
<thead>
<tr>
<th>Task</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Complete transfer certificate</td>
<td>(SAM)</td>
</tr>
<tr>
<td>Inform Librarian</td>
<td>(SAM)</td>
</tr>
<tr>
<td>Librarian checks for any outstanding loans</td>
<td>(LIB)</td>
</tr>
<tr>
<td>Give transfer certificate to parent. Copy to new school.</td>
<td>(SAM)</td>
</tr>
<tr>
<td>Complete details on Student Record Card, including absences.</td>
<td>(SAM)</td>
</tr>
<tr>
<td>Appropriate comment on Student Record Card</td>
<td>(TCH)</td>
</tr>
<tr>
<td>Forward SRC on request</td>
<td>(SAM)</td>
</tr>
<tr>
<td>Remove from OASIS</td>
<td>(SAM)</td>
</tr>
</tbody>
</table>