

This policy is drawn from departmental Guidelines Enrolment of Students in Government Schools August 1997.

### **General Principles Governing Enrolment**

- A student is considered to be enrolled when an application to enrol has been completed by one or both parents, the name is placed on the OASIS system and the student presents for enrolment.
- A student can only be enrolled in one school at any given time.
- Children are entitled to be enrolled at the public school that is the zoned designated area for their residence.
- Parents may seek enrolment at the school of their choice.
- School local areas are determined by the Department of Education and Training through a process involving the School Education Director and Asset Management.
- 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 the local school if they choose to attend it.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for the acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- The policy and criteria should be expressed in plain English and community languages, where necessary. It should be made clear what consideration will be given to each criteria.
- Where students are transferring from another school student records and behaviour information will be requested by Loftus Public School before enrolment procedures are completed particularly when a student's prior behaviour may raise concerns for the safety of staff and other students.

### **Kindergarten Enrolment**

The Principal will advise the school community of the enrolment arrangements. Children may enrol in Kindergarten at the beginning of the school year if they turn 5 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 prior to enrolment. The enrolment of eligible children in Kindergarten is to commence within the first week of the school year. The Public Health Act (Amendment) 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment. Parents have the right of not having their children immunised. However, under the Public Health Act (Amendment) 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.

### **Early Enrolments of Student who are Gifted and Talented**

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 considered for early to Kindergarten, the school should carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This should be undertaken by the school counsellor or a registered psychologist. Those considering early enrolment may note that a review of research reveals a consensus that, for successful outcomes, a child should be within 6 months of the approved entry age. (Guidelines for Accelerated Progression, Board of Studies, NSW 1991.)

## **Non-Local Enrolment**

1. The school will maintain a buffer zone of 8 to 10 places below the number that would create the need for additional accommodation.
2. The school will consider non-local enrolments to maintain the least number of combined classes.
3. Priority for acceptance of non-local enrolments will be:
  - Kindergarten enrolments with priority given to siblings of children already attending Loftus Public School.
  - Child care arrangements where a carer has children attending Loftus Public School.
  - Child care arrangements where a staff member is enrolling children to attend Loftus Public School.
  - Child care arrangements where the child will be attending a child care facility that drops off and picks up children to and from Loftus Public School.
  - General applications received throughout the year that meet the criteria as per the Non-local Primary School Placement Information for Parents form
4. Non-local enrolment offers will be made after an interview with the child, parent and the school's Non-Local Enrolment committee comprising the Principal (Convenor), a staff member and parent representative nominated by the P&C Association.
5. Offers of non-local enrolment will be made by letter requiring the parent to notify the school of acceptance or decline within 7 days.
6. Acceptance of a non-local application will only be done after consultation with the Principal of the school designated as the child's local school.
7. Unsuccessful non-local applicants will be placed on a waiting list and advised in writing if a place becomes available.
8. Where a parent wishes to appeal the decision of the Non-local Committee, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved the School Education Director will consider the appeal and make a determination. The School Education Director will consult with the relevant Principals as necessary.

## **Short Term Attendance**

Where a student enrolled at another school needs to attend Loftus Public School for a short period of time the student will be regarded as short term attendance. The minimum period for this is 10 school days. These students will not be entered on the register of Loftus Public School. The home school should maintain the student's name on the attendance register with information of attendance provided by Loftus Public School at the end of the stay, or the end of each term.

## **NON-LOCAL PRIMARY SCHOOL PLACEMENT**

### **INFORMATION FOR PARENTS**

Parents may apply for the non-local enrolment of their child in up to two (2) schools of their choice in addition to their designated local school. A separate application form is required for each school.

Priority for enrolment will be given to students entering Kindergarten. Places may also be available in Years 1-6.

Reasons for choosing non-local placements may include:

- Change of residence
- Move from a non-government school
- Siblings already enrolled at the school
- Proximity & access to the school
- Medical reasons
- Safety and supervision of the student before and after school
- Student Welfare needs
- Particular educational programs or philosophies
- Structure and organisation of the school
- Size of the school
- Particular disciplinary procedures
- Attitude to school uniforms
- Travel arrangements and/or distance

The number of students a school may enrol is limited by the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodating local children. To avoid disappointment, parents should check that there are places available in a school before applying.

Once a student enrolls in a non-local school, transfer to another non-local school after accommodating local children will only be possible in exceptional circumstances. Transfer to the student's local school will be allowed if space is available.

**FORWARD THIS FORM TO THE PRINCIPAL OF THE NON-LOCAL SCHOOL AT WHICH YOU ARE SEEKING PLACEMENT.**

## Application Non-Local Primary School Enrolment

**A: STUDENT INFORMATION**

Family Name: ..... Date of Birth ...../...../.....  
 Given Name: ..... Male  Female  (tick)  
 Address: .....  
 .....  
 Home Ph: ..... Work Ph: ..... Mobile: .....  
 Parent/Carer Name: .....  
 Present School: ..... Year .....

**B: NON-LOCAL SCHOOL PLACEMENT REQUEST**

School applied for: ..... Year: .....  
 Proposed date of enrolment: .....  
 Reason for Application: .....  
 .....  
 .....

(Attach any further information that you feel may be relevant)

I have also applied for enrolment at the following non-local school .....  
 and at my local school .....  
 Parent/Carer Name: .....  
 Parent/Carer signature: ..... Date .....

**SCHOOL USE ONLY**

Date received: ..... Place available: Yes  No   
 Parent advised on: .....  
 Notes: .....