

Implementation Procedures For the Department of Education Enrolment Policy 2018

(September 2018)

(Review date August 2021)



Edgeworth Heights Public School Implementation Procedures for the Department of Education Enrolment Policy

These implementation procedures should be read in conjunction with the [Enrolment of Students in Government Schools](#) (A Summary and Consolidation of Policy) PD/2002/0259/V07 accessible via Department of Education Intranet - Policy Library.

1. Rationale:

Students will be enrolled into Edgeworth Heights Public School in accordance with the policy *Enrolment of Students in Government Schools*

Persons residing in the school's designated intake area as determined by the Department of Education (DoE) are entitled to be enrolled. In accordance with the [Education Reform Act 1990](#) this school will seek to ensure that every eligible local child will have a place at Edgeworth Heights Public School if he or she chooses to enrol here.

For a student to be enrolled as a local placement, parents will be asked to provide documentation, outlined in table below, which includes proof of residency that they live in the local area and that the child being enrolled also lives in the local area.

	DOCUMENTATION
CATEGORY A (only require 1)	<ul style="list-style-type: none"> ○ Electricity bill ○ Gas bill ○ Water rates ○ Land rates ○ Proof of purchase of residential property ○ Current lease – (must be 12 month lease) ○ Centrelink ○ Electoral Roll
CATEGORY B (require 2)	<ul style="list-style-type: none"> ○ Motor Vehicle / Marine Vessel / Trailer documents (Registration / Insurance) ○ Bank account ○ Superannuation documents



Enrolment Buffer

To avoid exceeding staffing and accommodation provisions due to the acceptance of new non-local enrolments, an enrolment buffer will be set. That gap will allow for new local enrolments as the school year progresses.

Enrolment Ceiling

The enrolment ceiling for NSW Public Schools is calculated based on the permanent teaching spaces available and the capacity of students allowable per grade.

Due to the expanding development in Cameron Grove the school enrolments have continued to increase steadily over the past 5 years. Whilst expansion in student enrolments has resulted in the installation of demountable buildings, those buildings are not included in the calculation of enrolment ceilings. ***The current enrolment of students at Edgeworth Heights Public School for 2018 surpasses the expected enrolment ceiling and as such, the school is unable to accept any out of zone applications.***

Non Local Enrolments

Persons not residing in the school's designated intake area as determined by the DoE are entitled to apply to be enrolled. These applications will be assessed by the school's **Non Local Enrolment Placement Panel** which shall consist of the Principal, a Staff Member and a P&C Representative, and applications are subject to DoE policy *Enrolment of Students in Government School*.

2. Criteria for Non-Local Enrolment applications:

2.1 Non Local Enrolment Placement Panel

EHPS has a Non Local Enrolment Placement Panel which considers then makes recommendations on all non local enrolment applications and in particular for when demand for non-local places exceeds availability. This Panel is responsible for developing and then implementing the criteria for non-local placement, consistent with DoE guidelines. The panel is also responsible for implementing the EHPS enrolment policy through a collaborative process of reviewing all applications for non local placement and ranking applications and establishing a waiting list.

This Placement Panel comprises the Principal and one staff member, and an elected P&C representative. The Principal is the chairperson and has the casting vote.

The Placement Panel considers those matters presented on the application form and the advice provided by the Principal (or delegate) of the local school. All non local applications must clearly state in writing the reasons for seeking non local placement.

Depending on the size of current student numbers, the Principal will determine that the student be:

- (i) considered for enrolment or
- (ii) advised to attend their local school

Criteria for selecting amongst non-local enrolment applications will be made available, in advance, to parents who are interested in enrolling their children.

Non local placements will be considered in line with the following factors;

- Siblings already enrolled at the school;
- Health and safety factors;
- Compassionate circumstances;
- Safety and supervision of the student before and after school;
- Ability of the school to meet special needs – academic, behavioural and social.

To be considered for a non local enrolment, the student's parent / caregiver must complete and submit the attached **Application for Non Local Enrolment** to the Edgeworth Heights Public School Non Local Enrolment Placement Panel.

This application must be accompanied by any relevant documentation and must, where possible, be endorsed by the student's currently enrolled, school Principal. The Panel reserves the right to contact the student's current school to seek further information if necessary. If the demand for local enrolment exceeds the number of places available, non local enrolments will not be available.

The Edgeworth Heights Public School Non Local Enrolment Placement Panel is made up of: -

- Principal
- Staff Member
- A representative of the school's P & C Association
- The School Counselor (only where applicable)

All information supplied to the enrolment committee will be treated confidentially.

On receipt of a written application the Placement Panel will consider the nature of the special circumstances and make a recommendation regarding the enrolment status. This recommendation will be made to the Principal for endorsement and communication to the parent / caregiver.

If an application for non local placement is made in the first half of a school year for placement in Kindergarten in the following year, then it will not be possible to determine the outcome of that application until the local enrolment figures for the following year are known.

The outcome of a non local application will be conveyed to the parent / caregiver in writing.

Applications should be forwarded to: -

Non Local Enrolment Placement Panel
Edgeworth Heights Public School
Ridley Street
EDGEWORTH NSW 2285

2.2 Appeals.

These are lodged against a decision made by the Placement Panel and are to be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved it is to be referred to Adamstown Office for determination. Appeals are to determine whether the stated criteria of the school have been fairly applied.

3. Repeat Policy

Students will only be permitted to repeat school years at Edgeworth Heights Public School due to exceptional circumstances. Information will be considered from the family, school counsellor, medical practitioners and any other relevant agencies. The Principal in conjunction with the family, is the only person with the authority to approve a student repeating.

4 Enrolment Process

4.1 Required documentation

Every new enrolment must have:

- Original birth certificate, or passport, immunisation certificate, proof of address.
- Other relevant documents, such as Court Order, AVO, medical etc.
- School reports, including the most recent.
- Other reports, including NAPLAN, (if available).
- Completed Application to enrol in a NSW Government school enrolment form.

4.2 The enrolment process

- Enrolment applications basic details taken by the front office to confirm correct zoning.
- If the application is for a non local placement it is forwarded to the Principal. The Principal will make an initial assessment of the application. If reasons for non local placement do not support enrolment, the application will be declined. If a case has been presented that warrants further investigation, a school enrolment panel will review the application. If applicable, the Principal will contact the Principal of the local school and discuss the merits of the application.
- If a history of violence is advised, enrolment is not to proceed until documents are obtained, a risk assessment (if necessary) conducted, control measures implemented and all relevant information is communicated to staff.
- Office contacts parents to schedule interview. Where possible the interview is to be scheduled. For any student presenting with known social, learning or behavioural issues it is a priority for the Class Teacher to be present, however this is not always possible.
- At the enrolment interview, the student's reports and other documents provided will be used as the basis for a discussion of appropriate class placement
- At the enrolment interview the following information is to be discussed;
 - Reasons for application;
 - Academic abilities;
 - Curriculum pattern;
 - Previous history of behaviour, risk assessment, control strategies, etc. (if applicable)
 - Relevant medical history;
 - Support required for successful transition (based on history from previous school);
 - Interactions with presently enrolled students.

- Parents maintain a legal obligation to provide full disclosure of all relevant details, including legal matters.
- School procedures and routines.
- Any student who is not an Australian or New Zealand citizen must have an appropriate residency visa, or approval to enrol in accordance with the guidelines.
- The office will explain the DoE procedures, which must be followed, including the completion of the *Application to enrol in a NSW Government School form* and request for information from the previous school.
- If necessary, DoE personnel (student services, learning support) will be contacted regarding additional support required. Any health issues (e.g. anaphylaxis, diabetes) must be addressed by the development of a personal health care plan before enrolment.

5. Enrolment of Students with Special Needs

5.1 Enrolment of Students *with Learning Difficulties*

Enrolment of students with special learning needs will be undertaken in collaboration with parents, carers, school and appropriate DOE personnel to consider the full range of options available to meet the student's learning needs.

Enrolment of students with disabilities will be considered after input from parents, school staff, district appropriate DoE staff and other professionals, in line with the policy, [Enrolment of Students in Government Schools](#) (*A Summary and Consolidation of Policy*).

5.2 Enrolment of Non-Australian Citizens

Non-Australian students must hold a visa, and may be enrolled under conditions set out in the booklet [“Conditions for Enrolment of Non-Australian Citizens Procedures and eligibility”](#) document. Temporary residents may be enrolled for the period specified on the visa. International students studying in NSW may enrol their school aged dependents. Students on a Visitor's Visa may enrol for a maximum of three months, but must arrange their enrolment through the DE International Temporary Residents Program DE International - International Student Program (1300 300 229).

6. Refusal of Enrolment

The Principal may refuse the enrolment of a student based on;

- Available space;
- Documented pattern of behaviour that has not been addressed with the current school;
- Documented pattern of behaviour that will not be resolved with a move of schools.

The Principal may seek to refuse enrolment of a student into EHPS on the grounds of previously documented violent behaviour; however this is not a common occurrence. The Principal must consult with the Director Educational Leadership of Lake Macquarie North in all such cases.

A history of violent behaviour does not automatically allow for refusal of enrolment. Separate procedures apply.

EDGEWORTH HEIGHTS PUBLIC SCHOOL
APPLICATION FOR NON LOCAL ENROLMENT

Student Details

Date: _____

Full Name _____	D.O.B _____
Address _____	
Current School _____	
Application for Year _____	

Family Details

<i>Parent / Caregiver Name (s)</i> _____
Relationship to Student: _____
Address: _____ _____
Phone Number: _____

Reasons for Requesting Non Local Enrolment

These reasons should be supported with documentation (if applicable endorsed by the student's current Principal).

Additional pages may be added if necessary.

Current Principal’s Recommendation / Endorsement (If Applicable)

Your child’s current Principal must provide a written recommendation to accompany this application. The Principal’s recommendation should be made on the attached sheet and should be faxed separately, to the Edgeworth Heights Public School Enrolment Committee on fax number 4958 4386.

Any application which is not accompanied by the current Principal’s recommendation will normally not be considered by the Committee.

Applications should be forwarded to: -

Non Local Enrolment Placement Panel
Edgeworth Heights Public School
Ridley Street
EDGEWORTH NSW 2285

Parent / Caregiver’s Declaration

I seek a non local enrolment for my child _____
at Edgeworth Heights Public School. I give permission for the Non Local Enrolment
Placement Panel to seek any additional information necessary from my child’s current or
previous schools.

Parent / Caregiver Signature _____

Date _____

EDGEWORTH HEIGHTS PUBLIC SCHOOL

CURRENT PRINCIPAL'S ENDORSEMENT / RECOMMENDATION (If Applicable)

Student Details

Student Name _____

Date of Birth _____

Current School Year _____

Principal's Recommendation

- I support this application for a non local enrolment.
- I do not support this application for a non local enrolment.

Reasons Provided _____

Principal's Signature _____

School _____ Date _____

Please fax or email recommendation to the Edgeworth Heights Public School Enrolment Committee on 4958 4386 or edgeworthh-p.school@det.nsw.edu.au - Thank you