**SCHOOL ENROLMENT POLICY**

### Policy Aims

1. To provide an efficient process of enrolment that meets the needs of students

2. To implement the school enrolment policy equitably and in line with the New South Wales Department of Education and Training policy titled *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (1997).*

### Implementation

**In-Area Enrolment**

* Students living within the designated local area for Newbridge Heights Public School are eligible for enrolment at the school (see map attached).
* We require proof of address in the name of parent or caregiver from three sources. These could include a rates notice, rental agreement, property title/deed, electricity bill, gas bill. Students must currently live in the DoE local boundaries to be considered ‘local students’. Students enrolling will also need to provide a birth certificate or passport and other documents such as Family Court Orders, recent school reports and proof of clearance from the previous school. Temporary visa holders need to be checked with DoE before enrolment can take place.
* Where a parent claims that the student lives with a guardian (other than a parent) in area, we require documentation to state who is the legal guardian.
* A risk assessment and information form will be sent to the previous school for review before enrolment and where possible, an interview with the Principal or Deputy Principal will be held for students seeking enrolment at or after the commencement of the school year before enrolment is finalised.
* Enrolment interviews may be with the Principal or Deputy Principal to discuss the student’s learning needs and history, school expectations, programs and school organisation.
* Once a student has been accepted, all forms will need to be returned to the school, and a school uniform purchased. To allow time for classroom organisation, the starting date may be two to three days following the interview.

**Out of Area Enrolment**

Students residing outside of the local area may be considered for enrolment depending on current student numbers. The school’s enrolment placement panel will meet to consider applications from students residing out of the local area.

* An enrolment ceiling has been established based on the permanent accommodation of the school.
* To accommodate local students wanting to enrol throughout the year, an enrolment buffer of two places per grade has been established. This is based on historical data and the limited fluctuations in local school enrolments.
* A placement panel (enrolment committee) has been established to consider and make recommendations on non-local enrolments. The committee consists of the Principal, two member of staff and a parent representative. The Principal chairs the enrolment committee.
* When considering students for non-local enrolment, priority will be given to siblings of students already enrolled at the school to facilitate family unity and siblings of students in the Opportunity Class (OC) for gifted and talented children. In addition, applications will be considered taking into account:

1. grade and class numbers so that students are not disadvantaged through oversized classes;
2. the special interests and abilities of the student and the capacity of the school to meet the needs of the student compared to their local area school;
3. the compassionate circumstances of the family;
4. safety and supervision of the student before or after school or proximity and access to the school, and
5. other reasons outlined in the application.

* There is no implied order established by this listing of criteria. A holistic approach, based on the individual application, will form the basis of assessment by the panel.
  + The order of eligibility and merit list for out-of-area applicants will be maintained for a period of one calendar year. Waiting lists, maximum 15 per year, will be established for non-local applications.
  + The Principal will ensure that the established criteria are applied equitably to all applications.
  + No K to Year 6 applications will be accepted for non-local enrolment from other schools without consultation with the Principal of that school.
  + Students with special learning or support needs presenting for enrolment will receive positive consideration in line with DET policy.
  + Applications for early enrolment will be considered as outlined in the school’s policy for accelerated progression and in line with DET policy for enrolment of Gifted and Talented Students.
  + Placement in the OC class at this school is managed by the Selective Schools Unit.
  + Background information including academic performance, behaviour and health status will be sought from the previous school on all students seeking enrolment. The Principal will defer enrolment until enquiries are carried out and measures are in place to support students.
  + Appeals against the decision of the enrolment committee should be made in writing to the Principal. The purpose of an appeal is to determine whether the stated criteria have been applied fairly.

### Evaluation

This policy will be evaluated as part of the school’s Strategic Plan for policy review.

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Newbridge Heights

Public School

**ENROLMENT BOUNDARY**

Newbridge Road – odd number houses

Governor Macquarie Drive – even house numbers

Newbridge Heights Public School

**APPLICATION FOR NON-LOCAL PRIMARY ENROLMENT**

Thank you for your interest in enrolling your child at Newbridge Heights Public School. Please refer to the School Enrolment Policy when completing an application for non-local enrolment and attach a copy of your child’s most recent school (or pre-school report).

**STUDENT INFORMATION**

Surname …………………………………………………………………..................................

Given Names …………………………………………………………….……………………………

Date of birth ……../……../…….. Grade applied for …….………………………

Present school ………………………………………………………................................................

Present Grade ……………………

Siblings and ages……………………………………………………………………………………………

Special needs …………………………………………………………………………….……………..

**REASON(S) FOR APPLICATION** (see policy)

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**PERSON MAKING APPLICATION**

Surname ………………………………………………………………………………..…………..

Given Names …………………………………………………………………………………..………..

Relationship to student …………………………………………………….……………………….………

Home telephone …………………………… Work telephone ………………………….….…

Address ………………………………………………………………………………….………...

…………………………………………………… Postcode ………………….…

I have also applied for non-local enrolment at ……………….………………………………….School

and for local enrolment to ……………………………………………………………………….…School

Signature ………………………………………………………… Date ............./……...…./…….….

**SCHOOL USE ONLY**

Date received ……………………………....… Priority on waiting list ………………………

Notified ....................................... Enrolled ....................... Cancelled …….…………...

Student reports attached …………………….