



Lansvale East Public School

Enrolment Procedure

1. Objectives

This procedure contains the general principles by which students will be enrolled at Lansvale East Public School. It has been developed in accordance with the Department of Education document *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*.

2. General Principles of Enrolment

- a. A student is considered to be enrolled when an application to enrol is certified as accepted by the Principal and the student is placed on the enrolment register.
- b. A student will be enrolled in one school only at any given time.
- c. Children are entitled to be enrolled at Lansvale East Public School if the child is eligible to attend and if he / she resides within the designated intake area.
- d. Parents may seek to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.
- e. School local intake areas are designated by the Secretary, Department of Education so that all compulsory school-age children in the state will be eligible to attend a government school. A child is entitled to enrol at the local school that the student is eligible to attend if his or her home is within that school's intake area.
- f. The school has been provided with an enrolment cap to cater for anticipated local demand and to ensure that every eligible local child has a place at the school if he /she chooses to attend it. An enrolment cap for a school is established centrally, based on available permanent accommodation. (Refer to Enrolment Cap section within these procedures). In schools with support classes, the enrolment cap accounts for lower student-teacher ratios in disability and learning support classes. The enrolment cap for selective schools is set in accordance with the Selective High School and Opportunity Class Placement policy.
- g. *The Enrolment of Students in NSW Public Schools* policy states the grounds on which non-local enrolments will be accepted.
- h. All non-local enrolments will be subject to consideration of the school's enrolment cap and local enrolment buffer, and the school's non-local enrolment criteria.

3. Discrimination

In accordance with anti-discrimination legislation, no student will be discriminated against including on the grounds of their race, religion, gender, age, ethnicity, language background, disability, caring responsibilities, sexual orientation, transgender status and marital or domestic status, when enrolling in NSW Government schools.

4. Entitlement to Enrol

- a. 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. In all cases, a parent must submit the Application to Enrol in an NSW Government School. The principal is to ensure that enrolments proceed as quickly as possible in a manner, which is in the best interests of the incoming children.
- b. The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation when enrolling in a school. 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.

5. Early Enrolment of Students who are Gifted and Talented

- a. Students identified as gifted and talented, who are aged 4 years or older at 31 January of the year of enrolment may be enrolled in accordance with the Gifted and Talented policy and Guidelines for Accelerated progression (2004). When a student is being considered for early entry to Kindergarten, a comprehensive, culturally fair psychological evaluation of the child's intellectual functioning, academic readiness and social-emotional maturity should be conducted.
- b. Decisions should be made collaboratively and should involve the principal, parents/caregivers, school counsellor and receiving teacher.
- c. Additional information on this process is found within the department's Gifted and Talented Policy (available for viewing online via <https://education.nsw.gov.au/policy-library/policies/gifted-and-talented-policy>).

6. Other Enrolment Options

- a. Application for specialist support class placement are completed through an Access Request process which can be initiated by a local school or current school of enrolment.
- b. Information regarding selective high school and opportunity class placement can be found at: <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/what-are-selective-high-schools>

7. Exemption from Enrolment

A Certificate of Exemption from enrolment may be granted by the Secretary, Department of Education, Deputy Secretary or Executive Director, Schools Performance, if existing conditions make it necessary or desirable

8. Transfer Applications

- a. The principal must seek relevant general school information about the student, including from the school the student was previously attending, and notify the school counsellor of the enrolment. The school counsellor must seek relevant information from the counsellor working with the non-government school and take the action identified in section of the School Counsellor Manual. The learning and support team should be provided with general school information obtained from the previous school. School Counsellors must provide the learning and support team with any relevant information obtained from a review of the counselling file. The learning and support or student welfare teams must assess the information obtained, identify needs and develop strategies to support the student, where required.
- b. Information sharing guidance has been developed by the three education sectors in NSW. Enrolment information should be shared as soon as possible after a student applies to enrol in another school to ensure appropriate and timely support, including a risk assessment is carried out if required.

9. Safety and Wellbeing Concerns in Enrolment

- a. The department has a duty of care to take reasonable steps to protect students from foreseeable risk of harm and to do what is reasonably practical to ensure the health and safety of students, staff and visitors to its sites.
- b. To manage the concurrent legal requirements where there are safety, welfare or wellbeing concerns, it is reasonable that principals obtain information relevant to assessing any risks arising from a student's previous behaviours. Collectively these concerns may include any issue concerning the health, safety, welfare or wellbeing of students and staff that may impact on school related activities.
- c. Where these concerns exist about prospective students they should only be enrolled when adequate safeguards and supports are in place.
- d. For all enrolments, this includes consideration of whether there are health and safety risks arising from a student's history of violent behaviour and/or safety, welfare or wellbeing concerns, where the student is at risk of harm from a serious health condition, has a history of anti-social or extremist behaviour or has engaged or been subject to problematic or harmful sexualised behaviour.
- e. To assist in this process, schools must send out the student information request to previous

schools, seeking information relevant to the assessment and management of risks posed to a student or by his or her behaviour to the student, other students and/or staff. This form is to be completed and, in government schools, signed by the principal or executive from the previous school. If appropriate, a referral letter should be requested from the former school counsellor to the new school counsellor. Along with information from the enrolment form and other school documentation, this form will assist in identifying any issues or concerns that require follow up.

10. Short Term and Part-Time Attendance of Students

A student should be enrolled in one school only at any given time. For a variety of reasons, such as parents visiting a locality for a brief period or a student being involved in an integration program, a student enrolled at a particular school may need to attend another school for a short period of time. Where this period is no more than one term, or in the case of a student involved in a special placement of no more than 2.5 days per week, the student should not be enrolled, but regarded as being on a short-term attendance. The home school should maintain the student's name on an attendance register, with a note to the effect that the student is attending another school. The school the student attends for a short term (the host school), must keep a record of the student's attendance and notify the home school at the end of the stay or, in the case of part-time attendance, at the end of each term.

11. Specialised Programs

- a. For various reasons a student enrolled at a particular school may need to attend a specialised school or program at a host school for a period of time or part time.
- b. Such students remain enrolled in their home schools. It is the responsibility of the principal or the senior officer of the specialised program to ensure that an attendance register is kept and that all students attending the specialised program are recorded on this register.
- c. A copy of the student's attendance record should be forwarded on a regular basis to the home school.

12. Refusal of Enrolment

- a. A principal may refuse to enrol a student with documented violent behaviour when risk mitigation strategies or adjustments are not possible to manage the risk. This is subject to compliance with the requirement to conduct a risk assessment, in accordance with the management of health and safety risks posed to schools by a student's violent behaviour guidelines, and consultation with the Director, Educational Leadership.
- b. Any decision to refuse enrolment at a particular school should not be interpreted as a refusal to enrol in any government school or facility.
- c. In most cases, schools will be able to develop the appropriate management plans and strategies to enrol the student without compromising the safety of other students or staff. While it is expected that the vast majority of enrolment applications will be accepted at the local level, the Secretary, Department of Education has the authority to direct the enrolment of a student at a particular school appropriate to the student's needs.
- d. The Minister may refuse the admission of a child to all or any government schools if the child has been expelled from any government school. Refer to Suspension and Expulsion of School Students Procedures.

13. Enrolment Cap

- a. Every school with a designated intake area will have an enrolment cap. The enrolment cap is set centrally and replaces the locally determined enrolment 'ceilings'.
- b. The cap is the number of students that can be enrolled based on the school's permanent accommodation and typical class sizes.
- c. Schools that have exceeded their enrolment cap will not enrol non-local students, unless required by the Director Educational Leadership.
- d. In schools with support classes, the enrolment cap accounts for lower student-teacher ratios in disability and learning support classes.

14. Enrolment Applications Where Enrolment Numbers Have Reached the Cap

- a. As enrolments currently exceed the enrolment cap and / or buffer, Non-local Enrolment Applications will only be considered in exceptional circumstances.
- b. Local students only will be accepted, unless directed by the department or in consultation with the Director Educational Leadership related to exceptional circumstance.
- c. If the Principal deems a Non-local Enrolment Application worthy of consideration under the provision of exceptional circumstances, the Principal will consult with the Director, Educational Leadership to review the application and make an enrolment decision.

15. Residential Address Check

Where enrolments exceed the enrolment cap or buffer, a 100-point residential address check is required for all enrolments to ensure that students being presented for enrolment reside within the designated intake area.

16. Criteria for Non-Local Enrolment Applications

- a. Siblings of currently enrolled students who were local when enrolled but are now non-local because of boundary changes will be accepted even if the school has reached or exceeded its enrolment buffer or cap.
- b. All other applications for the enrolment of non-local students will only be considered in exceptional circumstances. The criteria will be consistent with the general principles governing enrolment stated above.
- c. Non-local enrolment applications include the Application to enrol in an NSW Government school and a non-local enrolment application form. The non-local enrolment application form is developed by the school and requires the applicant to address the selection criteria and provide supporting documentation.
- d. Parents of non-local students transferring from Year 6 to Year 7 at the beginning of the school year should complete the Expression of interest - Placement in Year 7 in an NSW Government school form and complete an Out of Area application at the relevant high school.
- e. As stated in 17(b), exceptional circumstances include, in priority order:
 - i. siblings already enrolled in school
 - ii. structure and organisation of the school
 - iii. recent change in the local intake area boundaries
 - iv. proximity and access to the school
 - v. medical reasons
 - vi. safety and supervision of the student before and after school
 - vii. compassionate circumstances

17. Waiting Lists

As the enrolment buffer has been reached, a waiting list will not be formed.

18. Appeals

- a. Where a parent wishes to appeal against the decision, the appeal should be made in writing to the Principal. Where required, the Principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.
- b. The Principal will, in consultation with the Director, Educational Leadership, consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

19. Grievances

- a. Parents who have a complaint or concern are encouraged to advise the school.
- b. The first point of contact for parents should be the classroom teacher.
- c. If a resolution is not reached, parents should contact the principal.
- d. Parents are advised that a more comprehensive outline of how complaints are handled by the department can be found online, and is titled *School Community and Consumer Complaint Procedure*.
- e. Complaints or concerns must not be raised through social media.