SCHOOL ENROLMENT POLICY

Rationale

Newbridge Heights Public School exists to provide an excellent education for all students. Children who enrol will be welcomed to the school and receive a smooth transition. This will enable them to become part of the school community with a minimum of disruption and maximum support.

The Education Reform Act 1990 outlines the objectives of public school education and the legal requirements for compulsory schooling.

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 two sources. These could include a rates notice, rental agreement, property title/deed, electricity bill, gas bill or drivers licence. Families must live in the DET 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 DET before enrolment can take place.
- Where a parent claims that the student lives with a guardian (other than a parent) in area, we require a Statutory Declaration 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, a member of staff and a parent representative. The Principal chairs the enrolment committee and has a casting vote.
- 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. the implementation of the DET class size reduction program;
  2. grade and class numbers so that students are not disadvantaged through oversized classes;
  3. gender balance in classes and grades;
  4. the structure and organisation of the school so that reorganisation of classes is not required;
  5. the special interests and abilities of the student and the capacity of the school to meet the needs of the student;
  6. the compassionate circumstances of the family;
  7. access to before and after school care, and
  8. 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 will be established for non-local applications.
- The Principal will ensure that the established criteria are applied equitably to all applications.
- No Year 1 to Year 6 applications will be accepted for non-local enrolment from neighbouring 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.
- Once a student enrols in a non-local school, transfer to another non-local school will only be possible in exceptional circumstances. Transfer to the student’s local school will be allowed if space is available.
- 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. Procedures to be followed are outlined in the DET document *Complaints Handling Guidelines 2007*.

**Evaluation**

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

**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 .................................