



# New Lambton Public School



## Enrolment Procedures

Revised 18<sup>th</sup> June 2020

The aim of these procedures is to ensure that all students who present for enrolment at New Lambton Public School are treated in a fair and equitable manner according to Department of Education policy.

### General Principles Governing Enrolment:

- Parents may enrol their child in Kindergarten at the beginning of the school year if the child turns 5 years of age on or before 31 July in that year. All children must be in compulsory schooling by 6 years of age.
- Parents may apply to enrol their child at any school, however are entitled to enrol their child at the local school within the designated intake area which the child is eligible to attend. The Secretary designates school intake areas.
- Parents seeking local enrolment must satisfy the school that they reside within the school's designated intake area SEE APPENDIX B
- The department has selective and specialised schools, programs and services, and temporary resident enrolments that are subject to specific procedures, eligibility criteria and assessments.
- A student is enrolled when an application to enrol is certified as accepted by the principal and the student is placed on the enrolment register of a school. Enrolment should be in one school only at any given time, however a student may be in attendance at more than one school in particular circumstances.
- Reasonable adjustments are made so students with disability can apply for enrolment on the same basis as students without a disability.
- In enrolling a student, determination is made based on a variety of assessments, if there is a need to provide additional support for the student.
- In enrolling a student, additional enquiries may need to be made where a student has been absent from the NSW system for a period of time, the enrolment background is unclear or where the student has been overseas and records are unavailable.

### Enrolment Cap

Each year the school will have an enrolment cap that is centrally set, based on its permanent accommodation. The enrolment cap for New Lambton Public School is 554 based on 24 permanent classrooms. Based on historical data, a buffer of 10 enrolment places has been allocated to accommodate local students arriving throughout the year. Therefore, once student enrolments reach 544 students, New Lambton Public School is unable to enrol non-local students, including siblings.

### Placement Panels

Where demand for non-local places exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel is to be determined locally but must include at least one staff member, other than the principal, and one school community member nominated by the school's parent organisation. The panel will be chaired by the principal who will have a casting vote.

- The development of criteria for the enrolment of non-local students will be the responsibility of the placement panel.
- The criteria will be consistent with the general principles governing enrolment stated above. In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions.
- The decisions made by the placement panel must be made within the context of the agreed enrolment cap and the buffer retained for local students arriving later in the year.
- The placement panel should record all decisions and minutes of meetings are to be available on request by the Director, Educational Leadership or delegate.

## Criteria for Non-local Enrolment Applications

Criteria for selecting amongst non-local enrolment applications is documented and will be made available, in advance, to parents who are interested in enrolling their children at New Lambton Public School.

Criteria may include:

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school
- recent change in the local intake area boundaries

The principal will ensure that the established criteria are applied equitably to all applicants.

## Waiting Lists

Waiting lists may be established for non-local students.

- Parents will be advised in writing if their child is to be placed on a waiting list. The size of the waiting list should reflect realistic expectations of potential vacancies.
- Waiting lists are current for one year.

## Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

- Where required, the principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.
- The principal will seek to resolve the matter.
- The Director, Educational Leadership will consult with the relevant principals and school communities as necessary.

## Responsibilities of the Principal

With regard to enrolment, the school principal is responsible for:

- preparing an enrolment procedure in line with DoE policy, in consultation with the staff and parent body
- informing present and prospective members of the school community about provision available at the school
- managing the school enrolments within the resources provided to the school advising the Director, Educational Leadership of enrolment and curriculum trends in the school maintaining accurate and complete enrolment data
- documenting and promulgating the criteria for selection amongst non-local enrolment applications to parents and the school community
- making decisions on non-local enrolments at the school level wherever possible.

## Responsibilities of the Parent/Carer

With regard to enrolment, the school principal is responsible for:

- When required, providing accurate information and documentation necessary to allow the school to establish a child's entitlement to enrol and to implement any risk assessments or management plans at the school.

## Transition to School

It is recognised that the transition from early intervention, or other pre-school settings, to school is a significant step, particularly for students with special learning needs. New Lambton Public School will work collaboratively with parents, caregivers and other relevant personnel to facilitate planning.

## Kindergarten Enrolment

- The principal will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children.
- 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.
- The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.
- The principal will ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children.
- At New Lambton Public School enrolments are scheduled to take place on one morning, usually within 2 days of other students beginning. All Kindergarten enrolments are completed by the end of week two of the school year.
- Whilst it is the intention that children be enrolled at the beginning of the year, parents who choose to enrol eligible children after the beginning of the school year may do so, up to the end of Term 2.
- The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment in schools, pre-schools and child care centres. 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.
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## Enrolment of Students with Special Learning Needs

### *Students with Disabilities*

The Department of Education provides a range of services and resources to support the education of students with disabilities. These include:

- targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes
- special schools
- modifications to buildings to facilitate access
- provision of specialised equipment and technology
- special transport services.

When considering the enrolment of a student with a disability, all these provisions should be considered.

The decision on where to enrol a student with a disability, and with what level of support, will depend on a number of factors, including the student's educational needs, the expressed desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

In many situations it will be possible to enrol a student with a disability at the desired school with the necessary level of specialist support. In some circumstances the level of support required, or the specialist nature of that support, will necessitate alternative enrolment options being provided.

In each case, when a student with a disability presents for enrolment, it is the responsibility of the principal to ensure that an appraisal of the student's educational needs is carried out. For some students appraisal will have occurred as part of a planned transition process. For others, the appraisal will take place at the time enrolment is sought.

Appraisals will involve parents or caregivers and will entail consideration of the student's support needs in areas such as curriculum, mobility, social skills, personal care and communication. It will often involve consideration of supporting documentation from medical practitioners and other health and education professionals. The Learning and Support Teacher will assist in this process, in particular, in identifying the resources which may be available to support the enrolment.

Mark Warren  
NLPS Relieving Principal



## APPENDIX A

Letter to parents/caregivers seeking to enrol their child/ren at New Lambton Public School from a non-local area.

Dear Parents/Carers,

Thank you for choosing our school to enrol your child/ren. As a non-local enrolment, there are certain Department of Education guidelines which you need to take into consideration when making your application.

Where the demand for non-local places exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The development of criteria for the enrolment of non-local students will be the responsibility of the Placement Panel. The decision of the Placement Panel can only be made on information supplied in writing with your application.

Criteria could include factors such as:

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school
- recent changes in the local intake area boundaries

If you are unsuccessful in being selected for enrolment, you may be placed on a waiting list. If this is the case, you will be notified. Waiting lists are current for one year.

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing. Where required, assistance such as an interpreter will be provided.

## APPENDIX B

### 100 Point Identification – Residential Address



Dear Parent/Carer

Thank you for your expression of interest to enrol your child at New Lambton Public School. In your enrolment application you have provided an address which is situated in our local intake area.

All public schools have a designated local enrolment area. Students residing within that area are entitled to be enrolled at the government school that is designated for that intake area (Enrolment of Students in Government Schools, A Summary and Consolidation of Policy, August 1997).

To process your application we require documentation to verify your residential address.

General Guidelines:

- All documents **MUST** be in the name of the enrolling parent/caregiver
- Rates notice or Residential Lease Agreement & Rental Bond Receipt (All Applications)
- A copy of the original documents is accepted
- All documents must be current (no older than 3 months) and addressed to the property
- Personal references are not considered
- Please note that the Principal can ask for a statutory declaration confirming residence, if needed

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
2. Any of the following 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement	20 each
3. Any of the following documents 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.	15 each

\* up to three months old

**OTHER REQUIRED DOCUMENTATION:** A copy of your Medicare Card is required where the enrolling student must be listed.



## Application for Non-Local Primary School Enrolment

### A: STUDENT INFORMATION

Family Name\_ Date of Birth \_/ \_/

Given Names\_\_ Male [ ] Female [ ]

Address\_\_ Home Phone \_

- Post Code \_ Work Phone \_

Parent/Guardian's Name \_ Relationship to student - \_\_\_\_\_

Present School (Primary)\_ Present Year/Grade (K-6) \_

### B: NON-LOCAL SCHOOL PLACEMENT REQUEST

School applied for \_ Year/Grade\_\_

Proposed date of enrolment \_

REASONS 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/Guardian's Signature \_ Date \_/ \_/

### SCHOOL USE ONLY

Date Received \_ Place available? \_ Parent advised on \_

Notes: \_

\_\_\_\_\_

## **NON-LOCAL PRIMARY SCHOOL PLACEMENT INFORMATION FOR PARENTS**

<b>PLEASE READ CAREFULLY BEFORE COMPLETING THE FORM</b>
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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:

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school

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 will only be possible in exceptional circumstances. Transfer to the student's local school will be allowed if space is available.

Parents can appeal against decisions regarding non-local placement by writing to the School Principal.

<p><b>FORWARD THIS FORM TO THE OFFICE OF</b></p> <p><b>NEW LAMBTON PUBLIC SCHOOL</b></p>
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