



Enrolment Policy 2018

LEGISLATIVE CONTEXT

The Education Reform Act 1990 required students between the ages of six and fifteen to be enrolled at a government or non-government school, and to attend school on each day that instruction is provided.

GENERAL ENROLMENT PRINCIPLES

A student is considered to be enrolled when he or she is placed on the admission register of a school.

A student should be enrolled in one Department of Education & Training school only at a given time.

Parents may seek to enroll their children in the school of their choice.

Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.

School local areas are determined by the Department of Education and Training through a process involving consultation between Properties Directorate and the Director of Schools.

Schools need to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.

The primary criteria for acceptance of non local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Out of Zone Enrolment is not Guaranteed for Siblings

ENROLMENT CEILING

The enrolment ceiling is based on the following recommended class sizes from Department of Education and Communities.

DEC policy states that classes need not exceed these numbers, however school organisation from year to year may necessitate larger numbers in some classes.

Kindergarten:	20
Year 1	22
Year 2	24
Year 3-6	30

The enrolment ceiling is also based on available permanent accommodation. For the purposes of this policy permanent accommodation will be defined as buildings which have been continuously and permanently occupied for five years.

There are therefore four classrooms available for accommodation.
An enrolment ceiling of 106 exists.



ENROLMENT BUFFER

The enrolment buffer is determined by the reservation of two student places per grade level from Kindergarten to Year 6.

REFUSAL OF ENROLMENT

The principal may refuse enrolment of a student on the grounds of previously documented violent behaviour as defined in the Department of Education and Training Suspension and Exclusion of Students Policy. If there is evidence that the student has not learned the appropriate skills to manage or improve this behaviour, or the necessary support can be gained and put in place for the student, then the enrolment can not proceed

A child on suspension will not be enrolled until the suspension made by the previous school has been resolved.

TRANSFER APPLICATIONS

Under Department of Education and Training policy the principal must contact the previous school of all transferring students so as to implement any existing management plans for that student.

Students from other government or non-government schools may transfer to Hinton Public School within this policy's guidelines. When students transfer from one NSW school to Hinton Public School, a *STUDENT TRANSFER CERTIFICATE* must be completed. If this certificate is not available the previous school will be contacted.

The District School Counsellor's assistance may be required to establish the appropriate year and level of study for students from interstate or from a non-government school.

PLACEMENT PANEL

If the demand for non-local places exceeds availability, a placement panel will be established to consider and make recommendations on all non-local applications. The panel will consist of a quorum of Principal, Executive Representative, Staff Representative and P&C President or delegate.

CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS

The following criteria will be applied equitably to all non-local applicants.

- Siblings already enrolled in the school;
- Safety and supervision of children before and / or after school;
- Special interests and abilities of the student;
- Specific programs or opportunities at Hinton Public School
- Structure and organisation of the school;
- Compassionate circumstances (grandparents or caregivers living in school zone);
- Proximity and access to school.



WAITING LIST

A waiting list will be established if needed. Parents will be informed in writing if their child is to be placed on the waiting list.

APPEALS

Appeals against the panel's decision need to be made in writing to the principal. The principal will seek to resolve the matter.

If the matter is not resolved at school level, the parent may seek advice from the Learning and Engagement Officer and furthermore to the Director Public Schools who will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

RESPONSIBILITIES OF THE PRINCIPAL

With regard to enrolment the Principal is responsible for

- preparing an enrolment policy in consultation with School Council;
- informing present and prospective members of the school community about facilities and opportunities;
- managing the school enrolments within the resources provided to the school;
- advising the Director of Public Schools of enrolment trends in the school;
- maintaining accurate enrolment data.

RESPONSIBILITIES OF LEARNING AND ENGAGEMENT OFFICER

The Learning and Engagement Officer is responsible for

- responding to parental issues in the first instance when they are unresolved from school level;
- making recommendations to the parent for further clarification or understanding;
- reiterating DEC Policy for enrolment;
- discussing issues raised with the Principal to determine if school has capacity to accommodate the enrolment.

RESPONSIBILITIES OF THE DIRECTOR PUBLIC SCHOOLS

With regard to enrolment, the Director Public Schools is responsible for:

- monitoring enrolment policies, procedures, numbers and ceilings at schools within their area of responsibility;
- making determinations for out of area placements which cannot be resolved at school level;
- monitoring school's local areas in collaboration with principals, Director Public School of adjacent districts (where appropriate) and the Director of Properties.

POLICY REVIEW

This enrolment policy will be reviewed annually and be communicated to Hinton Public School P&C.



NON-LOCAL PRIMARY SCHOOL PLACEMENT

INFORMATION FOR PARENTS

Please Read Carefully BEFORE Completing this Form

Parents may apply for the non-local enrolment of their child in schools of their choice in addition to their designated local school. A separate application form is required for each school.

Reasons choosing non-local placements may include:

- proximity and access to the school
- siblings already enrolled at the school
- access to single-sex education
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combination of subjects
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school

The principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they request it.

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 accommodation of 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.

**FORWARD THIS FORM TO THE PRINCIPAL OF THE NON-LOCAL PRIMARY SCHOOL
AT WHICH YOU ARE SEEKING PLACEMENT**



APPLICATION FOR NON-LOCAL PRIMARY SCHOOL ENROLMENT

A: STUDENT INFORMATION

Family Name: _____ Date of Birth: ____/____/____
Given Names: _____ Male [☐] Female [☐] *please tick*
Address: _____ Home Phone: _____
_____ Post Code: _____ Work Phone: _____
Parent/Guardian's Name: _____ Relationship to Student: _____
Present School: _____ 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/s _____

and at my local school _____
Parent/Guardian's Signature: _____ Date: _____

C: SCHOOL USE ONLY

Date Received: _____ Place Available: Yes / No Parent Advised On: _____
Notes: _____

Principal Signature: _____ Date: _____

