

# POLICY IMPLEMENTATION DOCUMENT

## STUDENT ENROLMENT

### *Implementation Procedures*

The Department of Education (DoE) enrolment policy provides information for the community and direction for school personnel on the entitlements, requirements and procedures for the enrolment of students in government schools in New South Wales. It is a summary statement which draws on a variety of other DoE documents which are identified in the text. Individuals requiring more detailed information should refer to the following link.

<https://education.nsw.gov.au/policy-library/policies/pd-2002-0006>

**These implementation procedures consist of two parts, local and non-local placements.**

### *Local Enrolment Applications*

All students applying for enrolment at the school (excluding Year 7 commencing at the beginning of the school year) will need to be interviewed before enrolling at the school. Local placements are interviewed by the Deputy Principal and a Wellbeing Team member at an appointment that suits both parties. Before enrolment is finalised, parents/caregivers will be asked to provide:

- school reports
- information about their child's progress at school (NAPLAN results for example)
- notification of any special needs or issues that may affect the child's schooling
- proof of residence, for example, an electricity bill with name and address or a rates notice
- a copy of the student's Birth Certificate.

The Deputy Principal or Wellbeing Team member will then contact the previous school to obtain further information about the student that will assist in best meeting their schooling needs.

If the interview or schooling history leads the Deputy Principal to believe that a risk management plan is required, due to safety and wellbeing concerns, this will be communicated to the Head Teacher Wellbeing who will manage this process in collaboration with the School Counsellor and Deputy Principal. The principal will be informed and will determine whether further external support is required. The parents/caregivers will be informed by the Deputy Principal that a management process is being undertaken and that enrolment cannot proceed until this is finalised.

**The school will endeavour to complete all such plans within a two-week timeframe.**

A buffer enrolment number will be determined each year after consideration of the number of enrolments anticipated based on the number of applications received from local students. This number is based on historical data and additional students expected to arrive in this school's intake area after the usual applications have been received. Places in the buffer allowance are not to be offered to non-local students

## *Non- Local Enrolment Applications*

### **Placement Panel**

Applications for non-local placement will be considered by a placement panel after families have been interviewed by the Deputy Principal.

This panel will consist of the Deputy Principal, a teacher and a nominated school community member. The panel will be chaired by the Deputy Principal who will have a casting vote. The placement panel will record all decisions and minutes of their meetings.

### **Criteria for Selection**

The panel will request that parent/caregivers will make an interview time with the Deputy Principal in which they will provide:

- school reports
- information about their child's progress at school (NAPLAN results for example)
- any special needs or issues that may affect the child's schooling
- a copy of the student's Birth Certificate.

Before enrolment can proceed, the Deputy Principal or Wellbeing Team member will contact the previous school to gain further information about the student. The parent/caregiver will be informed that this information will be sought before a final decision will be made.

**The criteria considered for selecting amongst non-local applications may include:**

- medical reasons
- additional wellbeing needs
- compassionate circumstances
- safety and supervision of the students before and after school
- proximity and access to the school
- siblings/other family members already enrolled at the school
- children of school staff
- availability of subjects or combinations of subjects

- high academic achievement that complements school focus areas (with documentary evidence).

## **Notification of Decision**

Parents/caregivers will be notified in writing of the decision made about their non-local enrolment application.

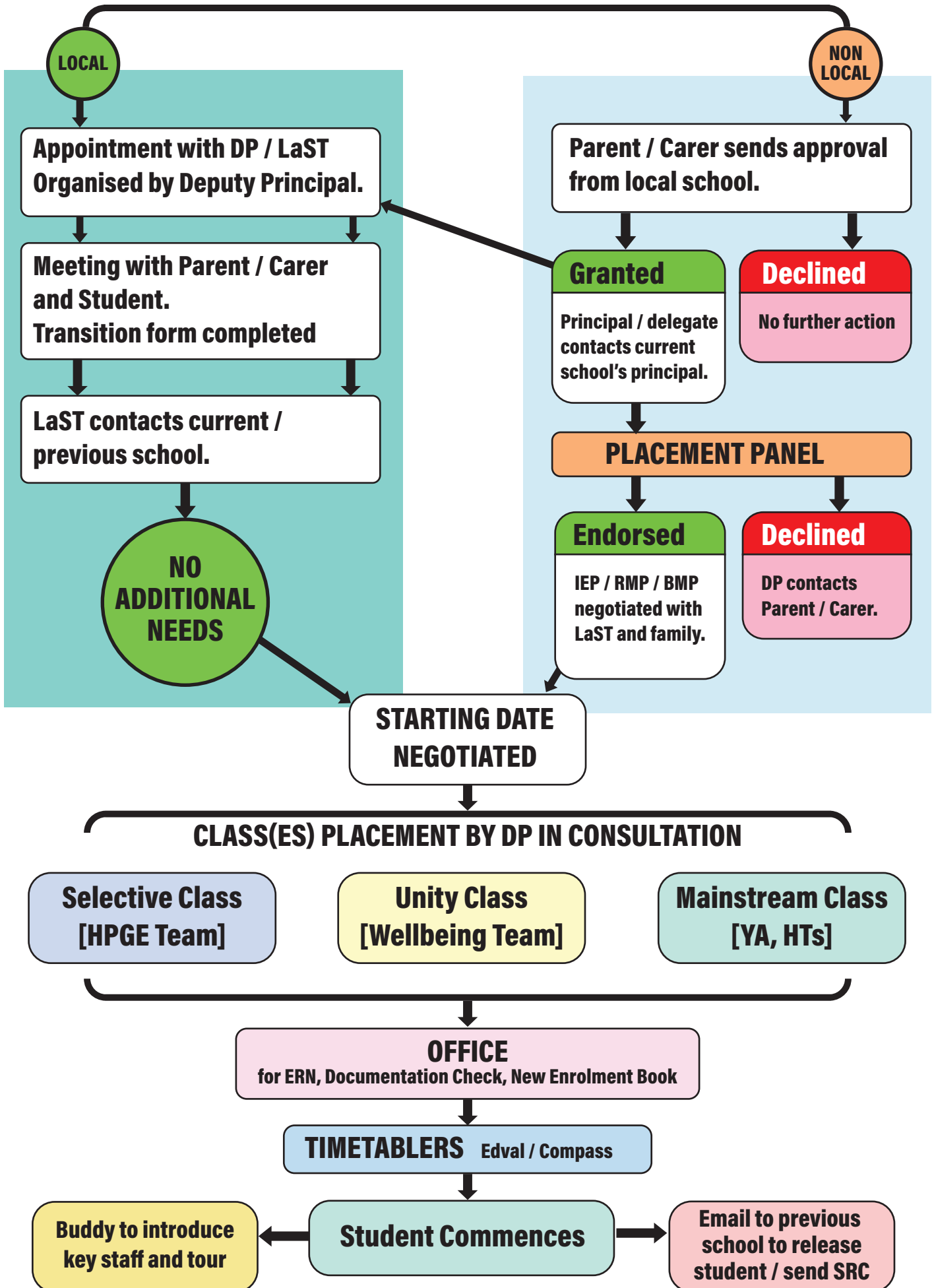
## **Appeals**

Where a parent appeals against the decision of the placement panel, the Appeal should be made in writing to the principal. The principal will seek to resolve the matter.

If the matter is not resolved at the local level, the Director of Educational Leadership will consider the Appeal and make a determination. The Director will consult with the principal and school community as necessary.

**The purpose of the Appeal is to determine whether the stated processes have been applied fairly.**

# ONLINE APPLICATION / OFFICE CONTACT - PROCESS



Review of numbers by Principal / BM / SAM every 2 weeks in scheduled finance meeting.  
Enrolment Return processes forwarded to relevant staff by Principal at commencement of the school year.