

CLARENCE TOWN PUBLIC SCHOOL



Clarence Town Public School Enrolment Policy (12/8/20)

Policy Implementation Procedures for: **Enrolment of Students in NSW Primary Schools 2020**

This procedural document is to be read and implemented in accordance with the DOE associated Policy Documents and any additional links recorded below.

[General Enrolment Procedures \(22/7/19\)](#)

| WHAT | WHERE | WHO | WHEN |
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| A student should be enrolled in one school only at any given time. | 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. | Principal to validate enrolment application by checking DoE ERN data to determine enrolment status of student | On application of enrolment inquiry/interview with parents/carers/guardians prior to commencement at the school. |
| Parents may seek to enrol their child in the school of their choice. | School local areas are determined by the Department of School Education through a process involving consultation between the Properties Directorate and the district superintendent. | Principal to validate enrolment application by consulting school zone information, DoE enrolment information and school vacancies. | On application of enrolment inquiry/interview with parents/carers/guardians prior to commencement at the school. |
| Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it. | <p>Enrolment Ceilings</p> <p>Each school will establish an enrolment ceiling, based on available permanent accommodation.</p> <p>NB: Demountable classrooms are not usually counted towards the enrolment ceiling unless replacement accommodation is under construction.</p> <p>Clarence Town PS enrolment ceiling for in zone enrolments is: 208 students</p> | Principal to validate enrolment application by consulting school zone information, DoE enrolment information and school vacancies. | On application of enrolment inquiry/interview with parents/carers/guardians prior to commencement at the school. |

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| <p>Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.</p> <p>Out Of Zone Enrolment school policy</p> | <p>Clarence Town PS enrolment ceiling for out of zone enrolments is: 14 students</p> <p>Enrolment Buffer No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements. Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. Places in the buffer are not to be offered to non-local students. Where spare accommodation exists, except for enrolments at the commencement of the school year, non-local placements must not generate demand for extra staff or create disruption to school routine. Clarence Town out of zone enrolment buffer is: 2 x Kinder students, 2 x Yr 1 students, 3 x Yr 2 students, 7 x Yr 3-6 students.</p> | <p>Principal to validate enrolment application by consulting school zone information, DoE enrolment information and school vacancies.</p> | <p>On application of enrolment inquiry/interview with parents/carers/guardians prior to commencement at the school.</p> |
| <p>Non Local Enrolment</p> | <p>Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level. In determining whether the school can accommodate a child the principal considers:</p> <ul style="list-style-type: none"> • the child’s age • the type of school • the resources of the school • the existing number of permanent classrooms and other facilities at the school. <p>Except for enrolments at the commencement of the school year, schools that have not reached their local enrolment buffer level should only accommodate non-local enrolments into classes with available places. In schools where demand for non-local enrolment exceeds the number of available places below the enrolment buffer, the school must develop</p> | <p>Principal</p> | <p>On application of enrolment.</p> |

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| | non-local enrolment criteria and establish an enrolment panel to consider and make decisions on all non-local enrolment applications. When the school's enrolment level is close to the local enrolment buffer, the principal is required to inform the principal of the child's local school when considering the non-local enrolment application, | | |
| Placement Panels In schools where demand for non-local places exceeds availability, the school will establish a placement panel to determine enrolment. | Principal to establish placement panel each year according to demand. Panel would consist of: Principal, P&C Rep, Classroom teacher rep, SASS rep and Community rep. The panel will be chaired by the principal who will have a casting vote. | Principal | Beginning of each year according to demand. |
| Appeals | Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the principal is not on the enrolment panel, the principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership. The parent should be advised of the outcome in writing. If the matter | Principal or Director, Educational Leadership | |
| Kindergarten Enrolment Students are required to begin school not later than the year they turn 6 and no earlier than the year they turn 5 before 31 st July. | Principal to coordinate transition to school plan and events with own school and partner preschools. | Principal, Executive, Kindergarten Teacher, Early Ed. Centre/Preschool and SAM | Beginning of each new school year for following year. |
| Enrolment of Students with Special Learning Needs <i>Students with Disabilities</i> | The Department of School Education provides a range of services and resources to support the education of students with disabilities. These include: <ul style="list-style-type: none"> • targeted funding, specialist teachers and consultancy services to support • students enrolled in regular classes | Principal to coordinate with Maitland Office staff, parents/carers, school counsellor and any relevant outside agencies. | At first point of contact to enrol at the school and throughout enrolment process or during transition processes. |

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| | <ul style="list-style-type: none"> • special classes within regular schools • special schools • modifications to buildings to facilitate access • provision of specialised equipment and technology • special transport services. | | |
| <p>Enrolment of Non-Australian Citizens</p> <p>Temporary Residents</p> <p>Student Visas</p> <p>Visitor Visas</p> <p>Bridging Visas</p> | <p>Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).</p> <p>Education is compulsory for non-Australian citizens between the ages of six and fifteen holding a visa granting them permanent resident status and New Zealand citizens holding current New Zealand passports. Outside these ages they may enrol under the same conditions as Australian citizens.</p> <p>Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions as outlined in the Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (Updated 17/05/2016)</p> | Principal | At first point of contact to enrol at the school and throughout enrolment process |
| <p>Short Term and Part-time Attendance of Students</p> | <p>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.</p> <p>Where no more than one term, or for 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.</p> <p>The school the student attends for a short term (the host school), must keep a record of the student's attendance and</p> | Principal and SAM | At point of enrolment |

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| | notify the home school at the end of the stay or, in the case of part-time attendance, at the end of each term. | | |
| Enrolment Data | Information needs to be recorded about each student enrolled at the school: * to comply with legal requirements * for school administrative purposes * for resourcing, accountability and reporting requirements | Principal and SAM/SAO | For Kindergarten students during transition to school process. Prior to commencement at school for all other students. |
| Enrolment Forms | Information should be collected from parents about each student enrolling at the school. OASIS enrolment forms are used for collecting the required information from parents. Parents' signatures are required Bilingual student enrolment forms are available if required Refer to <i>OASIS Bilingual Student Enrolment Forms, Second Edition</i> available from Specific Focus Program Directorate. | Principal and SAM/SAO | For Kindergarten students during transition to school process. Prior to commencement at school for all other students. |
| Register of Enrolment | An effective enrolment register e.g. OASIS, must include as a minimum: <ul style="list-style-type: none"> • the student's name and address • birth date, gender and country of birth • parent or caregiver's details • the date the student enrolled at the school and the class entered • the date the student leaves, or transfers from, the school. <p>Students attending the school on a short-term (less than one term) or temporary basis should not be enrolled but maintain their enrolment at their home school. Only enter on OASIS if they can be distinguished from regular enrolments.</p> | Principal and SAM/SAO | For Kindergarten students during transition to school process. Prior to commencement at school for all other students. |
| Resourcing, Accountability and Reporting | The enrolment return submitted by schools in February each year forms the basis for the calculation of schools' staffing entitlements and global funding. | Principals are responsible for certifying the accuracy of the school enrolment | |

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| Resourcing, Accountability and Reporting | <p>Principals to ensure that the enrolment information is complete and supported by adequate enrolment and attendance documentation.</p> <p>Principal must ensure that the students included in the return are those:</p> <ul style="list-style-type: none"> • present on the day of the completion of the return • although absent from the school on the day, have had some attendance in the current year and have not informed the school that they are leaving • although absent from school on the day, advice in writing has been received from the parent or guardian, or formal record of parent interview, to state that the student will be returning before the conclusion of Term One. | return to meet accountability and audit requirements. | |

School zone map:

