Hobartville Public School

Enrolment Policy

2009

[Aligned with 1997 NSW DET Policy
Enrolment of Students in Government Schools]
Rationale

The government school system in New South Wales exists to provide high quality education for all students. The Education Reform Act 1990 outlines the objects of education and the legal requirements for compulsory schooling.

The legislation requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school and to attend school on each day that instruction is provided, or to be registered for home schooling. It is the duty of the parent or carer to ensure that these obligations are fulfilled.

Definitions

**Enrolled** - A child is considered to be enrolled at a school when they are placed on the Admission Register of the school. The filling in of Application for Enrolment Forms is just the first step in this process.

**Local School** - For every address in NSW there is a designated local government school. Parents are entitled to enrol their child at their local school.

**Non-Local School** - A government school which has a designated drawing area which does not include your address.

**Enrolment Ceiling** - A number of total enrolments which the school can accommodate using existing permanent classroom space.

**Enrolment Number** - A number of total enrolments which allows space for any child who lives within the school's designated drawing area and whose parents wish to enrol him or her. This number is based on past trends for demand for local places at our school.

General Principles

Hobartville Public School, like all public schools in NSW, has a designated local drawing area.

- Parents are entitled to enrol their child at their local school
- Alternatively parents may seek to enrol their child in the Non-Local school of their choice
- 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 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
- Parents may seek to enrol their child in the school of their choice
- Boundaries for the drawing area for local schools are set from time to time by the Department of School Education taking into account a range of factors which may include demographics and the availability of classrooms and other space at the school
- Each school must set an enrolment number which ensures that there is always space available for local enrolments
- Schools are required to have a written policy, which states the grounds on which non-local enrolments will be accepted
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation

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Applications for enrolment in Non-Local schools will only be considered if there is space available in the school.
Placement Panel

In the event where demand for non-local places exceeds availability, Hobartville Public School will establish a placement panel to consider and make recommendations on all non-local enrolment applications. If formed, the panel will consist of the Principal, at least one staff member and if possible, one school community member nominated by the school’s parent organisation (the inclusion of a school community member will occur only if the Principal is satisfied that the school community member is regularly available to meet with the Principal and staff committee member and can be bound by the same confidentiality agreement of student/family information as required by NSW DET employee Code of Conduct). The panel will be chaired by the Principal, who will have a casting vote.

Criteria for Enrolments by Local Students

Students may enrol subject to the following conditions:

- they have turned five years of age on or before 31st July in the year for which they seek enrolment
- they can be provided with the appropriate level of support (in the case of students with disabilities and/or special learning needs)
- they are not under suspension or expulsion from another school
- they are not restricted by court or Department of Community Services orders which may prohibit their enrolment
- they meet visa requirements in the case of non-Australian citizens
- their parents provide three pieces of documentation proving residency at the said address i.e. rental agreement, rates notice, utilities bill etc

Criteria for Non-local Enrolment Applications

In accordance with the Enrolment of Students in Government Schools policy, “no additional accommodation will be provided to cater for increased enrolments resulting from non-local placements”. To this end, a buffer of two students per grade will be maintained in order to accommodate for local students arriving throughout the year.

Criteria for selecting amongst non-local enrolment applications to Hobartville P.S. includes (not listed in any priority order):

- proximity and access to the school
- siblings of children already enrolled at the school where possible
- safety and supervision of the students before and after school
- medical reasons
- structure and organisation of the school in any school year
  - compassionate circumstances including:
    - where exclusion from enrolment of siblings not in the IO unit will cause the family (as determined by the Principal) unfair separation of siblings based upon on local school boundaries and class number criteria only;
    - undue hardship based on transport of students to arrive/be picked up at different school locations not feasible for parents based on I.O. placement;
    (this includes but not limited to students enrolled in Hobartville PS IO units regionally determined and not an independent choice of alternate venues for parents accepting placement; unlike O.C. placement which is a parental choice)
The Principal of Hobartville P.S. will ensure that the established criteria are applied equitably to all those seeking enrolment at the school. In the event where a student is not accepted for non-local enrolment at the school, the parents/carers will be provided with an explanation of the decisions of the Principal and/or placement panel verbally or in writing (should they request it) in the event that the Principal and/or enrolment panel has determined that:

- the reasons stated in the application are invalid
- the reasons stated in the application are valid, but they have not been approved by the School Education Director
- the reasons stated in the application are valid, but in that school year, demand for non-local places exceeds availability.

**Enrolment Procedures**

A parent wishing to enrol their child at Hobartville Public School should firstly, find out if our school is the designated Local School for their address. This can be done by ringing the school on 4578 1110. Alternatively, you are welcome to call at our office between 8.45am and 3.00pm during school term. The school has written information available which may be collected at our office.

**Local Enrolments:**

Visit our office and request enrolment.

- local applications must include two (2) documents proving residency at the said address e.g. rental agreement or rates notice, driver’s licence, utilities account;
- school Administrative staff will assist with enrolment procedures and provide relevant information;
- class placements will be made by the Principal;
- children’s names will be entered in our Admissions Register and the child will be enrolled at our school;
- if your child is transferring from another government school, we will request that school to forward your child’s Record Folder to us.

**Non-Local Enrolments:**

If parents who live outside our designated drawing area seek to enrol their child at our school as a Non-Local Enrolment, they should visit the school and speak to the Principal.

- parents may be advised that there is no space available within the school’s enrolment number;
- parents may be asked to complete an Application for Non-Local Primary School Enrolment form for consideration by the school Placement Panel in the event where demand for non-local places exceeds availability;
- if an Application for Non-Local Primary School Enrolment form is completed, the Principal will advise the parents of the outcome as soon as possible following the Panel meeting;
- appeals may be made in writing the Principal. If the matter is not resolved at local level, the School Education Director will make a determination.
Waiting Lists

A Waiting List may be established for Non-Local students if parents wish their child to be placed on such a list. Waiting lists will be current for one year only.

Kindergarten Enrolment

- The Principal will advise the parent body and the school community of the enrolment arrangements for the next year’s Kindergarten children, including the policy on immunisation.
- 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 is to ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children.
- The Principal may plan for enrolments to occur over a number of days, with all Kindergarten enrolments being completed by the end of week two of the school year, including the completion of the Best Start Assessment process for each child.
- 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 Principal will enrol in Kindergarten, students on transfer and children reaching the statutory age of six years.
- 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.

The latest information regarding enrolling your child at a public school in New South Wales can be found at:


This policy will be evaluated in 2011 to be effectively reviewed for alignment with the next Hobartville P.S. 3-Year School Plan (2012-14)

Appendix 1) Application for Non-Local Primary School Enrolment
APPLICATION FOR NON-LOCAL PRIMARY SCHOOL ENROLMENT

HOBARTVILLE PUBLIC SCHOOL

A: STUDENT INFORMATION

[Please print all information]

FAMILY NAME: ______________________ DATE OF BIRTH: ___ / ___ / ______

GIVEN NAMES: _______________________ GENDER: Male ☐ Female ☐

STREET ADDRESS: ______________________________________ POSTCODE: ______

SUBURB:____________________________ HOME PHONE: (02) ________________

WORK PHONE: ___________________ MOBILE/s: _________________________

PARENT 1/CARER’s FULL NAME: _______________________________________

RELATIONSHIP TO CHILD: __________________

PARENT 2/CARER’s FULL NAME: _______________________________________

[only if applicable]

RELATIONSHIP TO CHILD: __________________

STUDENT’S CURRENT SCHOOL ______________________ YEAR: ______

[only if applicable]

STUDENT’S LOCAL SCHOOL IS: ______________________________________

B: REASONS FOR APPLICATION TO ENROL AT HOBARTVILLE P.S.

[Please tick any/all criteria that applies to this application - on the following page please detail any additional information you would like the Principal/Enrolment Panel to consider.]

☐ Despite the enrolment boundaries, due to public transport/family transport options and/or our home’s geographical location, Hobartville P.S. is more accessible for us

☐ My child’s sibling/s already attend Hobartville P.S. as previously, I/we lived in Hobartville Public School’s enrolment eligibility zone

☐ My child’s sibling/s already attend Hobartville P.S. as outlined on the following page (please detail the reasons siblings were accepted for enrolment and detail the logistical / compassionate impact on the family if this student is not enrolled at the same school)

☐ Due to employment commitments, a relative/friend in the Hobartville enrolment eligibility zone transports my child/children to and from school [please provide details]

☐ Medical reasons [please provide details]

☐ Compassionate circumstances for consideration [please provide details]

☐ Other valid reasons for consideration [please provide details]
B: REASONS FOR APPLICATION TO ENROL AT HOBARTVILLE P.S.

[Please be as detailed as possible using criteria stated in Enrolment Policy - please note any perceived understanding and/or positive perception of the school’s educational and/or social practices will not be considered as valid reasons.]

I hereby state that the information contained in this application is true and accurate.

.......................................................... [Parent/carer’s signature]  Dated: ......................................

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SCHOOL USE ONLY

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<th>Principal has assessed &amp; recommended: (✓ &amp; initial - go to 2a)</th>
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<th>Principal has not approved: (X &amp; initial - no further action required)</th>
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<td>2a</td>
<td>Principal has assessed <strong>BUT</strong> recommended Enrolment Panel review: (✓ &amp; initial &amp; go to 2b or mark n/a)</td>
<td>2b</td>
<td>Enrolment Panel assessed <strong>if applicable</strong>: (✓ &amp; initial &amp; go to 2c or mark n/a)</td>
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<td>2c</td>
<td>Enrolment Panel...<strong>recommended/not recommended</strong>: <strong>if applicable</strong> (✓/X &amp; initial or mark n/a)</td>
<td>3</td>
<td>Following Principal &amp;/or Panel Review: referred to School Ed. Director who: approved / did not approve (Principal to ✓ / X &amp; initial &amp; date approval) approved: go to 4 / not approved: advise parents</td>
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<td><strong>APPROVED PLACEMENT</strong>:</td>
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<td>Place deemed available: Yr ____ for (i.e. 2010) 2 0____ in (class or if next year’s K: TBA) ______</td>
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<td>Date parent advised of outcome:</td>
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<td>Principal’s date/signature that all details of enrolment application reviewed and finalised:</td>
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