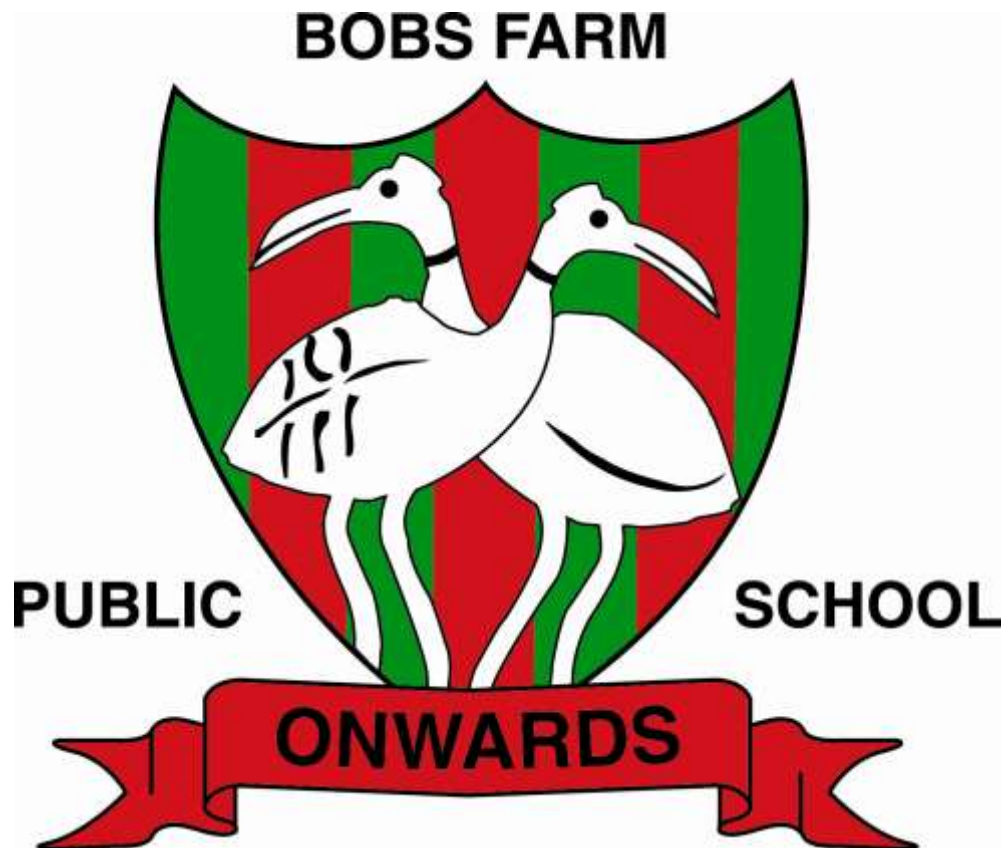


Bobs Farm Public School



Enrolment Policy

Policy Context

The *Education Act 1990* requires the parents of children of compulsory school age to enrol them at a government school, or registered non-government school or to register them with the Board of Studies for home schooling. The Act also requires parents to ensure the regular attendance of their children at school.

Education Act 1990: Admission to Government Schools

34 (1) The parent of a child may enrol the child at any government school if the child is eligible to attend the school and the school can accommodate the child

34 (2) A child is, in any case, entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and the child is eligible to attend

Enrolment in NSW Government School

- 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.
- 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 Public Health (Amendment) Act 1992* requires parents to provide documented evidence of a child's immunisation status on enrolment in schools,
- 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.

Enrolment Ceilings

- Each school will establish an enrolment ceiling, based on available permanent accommodation.
- In 2019 Bobs Farm Public School has no permanent classrooms, so the enrolment ceiling is considered to be zero.

Enrolment Buffer

- Within the enrolment ceiling, a buffer will normally be determined to accommodate local students arriving throughout the year.
- The size of the buffer is based on historical data, on enrolment fluctuations and on the number of families moving in and out of the area.
- Places in the buffer will not be offered to non-local students.
- As there is no permanent classroom accommodation, the buffer is not applicable to Bobs Farm Public School.

Non Local Enrolment

- Parents may seek to enrol their child in the school of their choice.
- Parents may apply for non-local enrolment of their child in a school of their choice in addition to their designated local school. A separate application form is required for each school.
- The number of students a school may enrol is limited by the availability of permanent 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 vacancies before applying.
- Note that as there are no permanent teaching spaces at Bobs Farm Public School, the school cannot accept non-local enrolments.

Placement Panels

- In schools where demand for non-local places exceeds availability, the school will establish a placement panel.
- Composition of this panel is determined locally and will consist of at least one staff member a School community member nominated by the school's parent organisation and will be chaired by the Principal who has the casting vote.
- Applications will be considered by the school Placement Panel which will determine the availability of places and the validity of the application based on the criteria below

Criteria for requesting non-local placements may include:

- * proximity and access to the school
- * siblings already enrolled at the school
- * safety and supervision of the student before & after school
- * student welfare needs
- * medical reasons
- * family with a history of relationship with the school
- * compassionate grounds
- * structure and organisation of the school

Waiting Lists

- A student applying for non-local enrolment may be placed on a waiting list if the school chooses to establish a waiting list for non-local students.
- Parents will be advised in writing if their child is to be placed on a waiting list and their position on the list.
- If a waiting list is established it will be 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 who will seek to resolve the matter.
- If the matter is not resolved at the local level the Director, Educational Leadership will consider the appeal and make a determination in consultation with the principal and school community.
- The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Enrolment of Non-Australian Citizens

- 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).



APPLICATION FOR NON-LOCAL PRIMARY SCHOOL ENROLMENT

Please read the information for parents on the back of this form

A: STUDENT INFORMATION

Family Name: _____ Date of Birth: _____
Given names: _____ Male / Female (please circle)
Address: _____ Home Phone: _____
_____ Work Phone: _____
Parent/Guardian Names: _____
Present School: _____

B: NON-LOCAL SCHOOL PLACEMENT REQUEST

School Applied for: Bobs Farm Public School Year: K 1 2 3 4 5 6 (please circle)

Proposed date of enrolment: _____

Reason for application:

(Attach any further information that may be relevant)

I have also applied for enrolment at the following non-local school: _____

and at my local school: _____

Parent/Guardian Signature: _____ Date: _____

SCHOOL USE ONLY

Date received: _____ Place available: Yes / No (please circle)

Parent advised on: _____

Notes _____

NON LOCAL PRIMARY SCHOOL PLACEMENT

INFORMATION FOR PARENTS

PLEASE READ CAREFULLY BEFORE COMPLETING THE FORM

Parents may apply for the non-local enrolment of their child in up to two 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 a non-local placement may include:

- Change of residence
- Move from a non-government school
- Siblings already enrolled at the school
- Medical reasons
- Safety and supervision of the student before and after school
- Student welfare needs
- Particular educational programs or philosophies
- Structure and organisation of the school
- Size of the school
- Particular disciplinary procedures
- Attitude to school uniforms
- Travel arrangements and/or distance

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 Director Public Schools.

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