



# OATLANDS PUBLIC SCHOOL ENROLMENT POLICY Updated February, 2013

## **Rationale**

- A student is considered to be enrolled when an enrolment form has been completed by one or both parents, the name is placed on the OASIS system and the student presents for enrolment.
- A student can only be enrolled in one school at any given time.
- Children are entitled to be enrolled at the public school that is the zoned designated area for their residence.
- Parents may seek enrolment at the school of their choice.
- School local areas are determined by the Department of Education and Training through a process involving the School Education Director and the Properties Directorate.
- 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 the local school if they choose to attend it.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for the acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- The policy and criteria should be expressed in plain English and community languages, where necessary. It should be made clear what consideration will be given to each criteria.

## **Aims**

To ensure efficient enrolment procedures are in place.

To ensure appropriate class placement.

## **Procedures**

### Enhanced Enrolment Procedures [MEMO DN/06/00168]

The Department has an obligation to ensure that, among other things, the systems of work and the working environment of its employees are safe. It is also required to obtain and use, as appropriate, information to ensure both the health and safety of its employees at work and of others who come onto Departmental sites. In this context it is reasonable that Principals should have available to them, prior to enrolment procedures being completed, information that is relevant to a risk assessment of the prospective student. [Appendix 1]

At the same time, there is a concurrent legal obligation to accord every eligible child the right to enrol in his or her local government school, and every parent of a school aged student has the duty to ensure their child attends school.

Given these co-existing legal obligations, where there are safety concerns, enrolment should not be completed and attendance should not commence until adequate safeguards are in place.

### Non-local enrolment

Within the enrolment ceiling, a buffer will be maintained to accommodate local students arriving through the year. The size of the buffer is based on grade enrolments, historical data, on enrolment fluctuations and on the number of families moving into or out of the area. Oatlands PS will maintain a buffer of at least two positions in each grade. Consideration given to non-local placement will be in line with established non-local procedures established by principals within the Parramatta group of schools [refer to Appendix 2].

### Placement Panels

The school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel will consist of the Principal, member of the teaching staff, member of the SASS staff and one school community member nominated by the school's parent organisation. The panel will be chaired by the Principal who will have a casting vote.

In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions.

### Criteria for Non-local Enrolment Applications

*(See Non-local Enrolment Application)*

Criteria for selecting amongst non-local enrolment applications should be documented and made available, in advance, to parents who are interested in enrolling their children.

*Criteria could include:-*

- ◆ Siblings already enrolled at the school
- ◆ Safety and supervision of the student before and after school
- ◆ Medical reasons
- ◆ Proximity and access to the school
- ◆ Compassionate and exceptional 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.

### Waiting Lists

Waiting lists may be established for non-local students. Parents should be advised in writing if their child is to be placed on a waiting list.

Waiting lists are 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. Where required, the Principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter.

If the matter is not resolved at the local level the Director will consider the appeal and make a determination.

### Kindergarten enrolment

The Principal will advise the school community of the enrolment arrangements. Children may enrol in Kindergarten at the beginning of the school year if they turn 5 years of age on or before July 31<sup>st</sup> in that year documentation providing proof of age, such as birth certificate or passport, is required prior to enrolment. The enrolment of eligible children in Kindergarten is to commence within the first week of the school year. The Public Health Act [amendment] 1992 required parents to provide documented evidence of a child's immunisation status on enrolment. Parents have the right of not having their child immunised. However, under the Act, 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.

### Early enrolment of students who are gifted and talented

The Principal may decide that early entry to school of a child who is intellectually gifted and talented is appropriate to meet the child's educational, social and emotional needs. When a student is considered for early entry to Kindergarten, the school should carry out a comprehensive evaluation of intellectual functioning, academic skills and socio-emotional adjustment. This should be undertaken by the school counsellor or a registered psychologist. Those considering early enrolment may note that a review of research reveals a consensus that, for successful outcomes, a child should be within 6 months of the approved entry age.

### Short term attendance

Where a student enrolled at another Australian school needs to attend Oatlands for a short period of time, the student will be regarded as short term attendance. The minimum period for this is 10 days. These students will not be entered on the register of Oatlands. The home school should maintain the student's name on the attendance register with information of attendance provided by Oatlands at the end of the stay, or the end of each term.

### **Responsibilities**

Principal – follow procedures

Previous principal – disclose all relevant information

Parents – disclose all relevant information

School counsellor will assist in accessing further information [including DSC files] where there is potential risk

### **Related Documents**

1. Attendance Policy
2. DN0600227 – Improved Access for Principals to Information on Students Presenting for Enrolment
3. DN0600160 – Enrolling students with a history of violence School Counsellor advice to Principals
4. Legal Issues Bulletin 40 – Collection, use and disclosure of information about students with a history of violence

### **Appendices**

1. Fax: Urgent request for student background information and documents
2. Pre-enrolment information

# *Enrolment Procedures*

<b>Parent / child presents for enrolment</b>			
<b>Local</b>		<b>Non-local</b>	
↓		↓	
Collect records [including proof of address]		Has the parent discussed this with the local principal?	
↓		↔↔	
Enrolling principal contacts previous school to ascertain level of risk [Legal Issues Bulletin 40] and signs off on enrolment form		Yes	No
↔↔		↓	↓
No risk	Risk	Enrolling principal to ring and verify	Refer back to local principal
↓	↓	↓	↶
Enrol student to start	Complete risk assessment	Is there room for the non-local placement?	
	↔↔	↔↔	
	School is appropriate setting	School is not appropriate setting	Yes      no
	↓	↓	↓      ↓
	Enrol and start when regional resources are available [RSSSP] and/or IEP is prepared	Alternative school placement recommended – Regional Student Welfare consultant / Principal @ interview	Follow local enrolment procedures
			Inform parent of outcome, place on waiting list