



## Albury North Public School Enrolment Policy

### Brief Description:

Albury North Public School's ("ANPS" or "the School") enrolment policy is based on New South Wales Department of Education ("NSW DoE") guidance set out in *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy 1997*.

## 1. General Principles Governing Enrolment

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In New South Wales children between the ages of six and seventeen (unless they have completed Year 10 and are in paid work or a combination of approved education or training and paid work) must be enrolled at a government or registered non-government school. They are 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 of the student to ensure that these obligations are fulfilled.

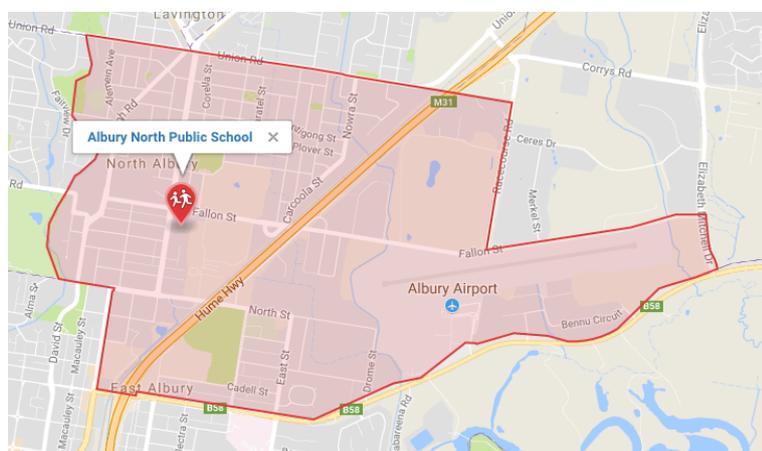
Schools can assist with enrolment inquiries throughout the year.

The general principles governing the enrolment of students at public schools include the following:

- 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.
- 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.
- 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.
- In the context of the above principles no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

## 2. Local Area Enrolment

Every child is entitled to be enrolled at the government school that is designated for the **intake area** within which the child's home is situated. Attached is a map showing the boundaries of ANPS's designated local intake area. Alternatively, it may be accessed on the internet via the NSW Public Schools website.



## 3. Enrolment Ceiling

ANPS has developed an enrolment ceiling based on available permanent accommodation. For local enrolments at the commencement of the school year, we have the capacity to place 395 students within 17 permanent classrooms.

Block	Available Rooms	Current Use	Celing
<b>A</b>	4 classrooms	3 x Stage 3 classes 1 x computer room	90
<b>B</b>	2 classrooms	Music room Storage	30 30
<b>D</b>	2 Classrooms	2 x 1Early Stage 1	42
<b>F</b>	1 Classrooms	Computer room	0
<b>G</b>	5 classrooms	1 Reading Lounge 2 MC Class 2 x Stage 1 classes	25 14 44
<b>H</b>	4 classrooms	3 x Stage 2 classes 1 Professional Learning Room	90 30
<b>Total</b>			395

Spare accommodation however is not considered to determine the enrolment ceiling and non-local placements cannot generate demand for extra staff or create disruption to school routine.

ANPS will set the enrolment ceiling each year after the completion of the Actual Primary Student Enrolment Return in February. It will be 10 students less than the total number of students required to form an additional class. These 10 places will act as a buffer for students moving into our intake area throughout the year. They will not be offered to non-local students.

Children with a sibling in the MC class, who are out of zone, will be treated as a non-local enrolment.

Our enrolment ceiling, buffer and available places for non-local enrolments will be published at the first learning support team meeting after the student enrolment census date.

## 4. Non-local Enrolment Applications

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- 4.1** Where demand for non-local places exceeds availability, ANPS will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The principal will determine the composition of the panel, but it will include at least one staff member, other than the principal and one school community member nominated by the school's parent organisation. The panel will be chaired by the principal who will have the 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. The decisions made by the placement panel will also be made within the context of the agreed enrolment ceiling and the buffer retained for local student arriving later in the year.

The placement panel will record all decisions with the minutes of the meetings to be available on request by the Director, NSW Public Schools.

### 4.2 Criteria for Non-local enrolment

The following criteria for selecting non-local enrolment applications is made available to parents who are interested in enrolling their children. The document is available in our enrolment package and on the school's website.

The criteria for selecting amongst non-local enrolment applications include the following factors (not listed in any priority order):

- Proximity and access to the school
- Siblings already enrolled at the school
- Medical reasons
- Safety and supervision of the student before and after school
- Special interests and abilities
- Compassionate circumstances
- Structure and organisation of the school.

The principal will ensure that the established criteria are applied equitably to all applicants. Parents may be provided with an explanation of the decisions of the placement panel in writing, should they request it.

### 4.3 Waiting Lists

Where non-local enrolment applications exceed available places, applicants not accepted for enrolment will be placed on a waiting list. The Placement Panel, not in order of acceptance, will determine the order of students on the waiting list. The list will be kept on file by the Assistant Principal (Student Wellbeing).

Waiting lists are current for one year.

### 4.4 Appeals

Where a parent wishes to appeal 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, Public Schools will consider the appeal and make a determination. The Director, Public Schools NSW will consult with the relevant principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

## 5. Key Responsibilities

Stakeholder	Responsibilities
<b>Principal</b>	<ul style="list-style-type: none"><li>• <i>preparing an enrolment policy in consultation with the P&amp;C</i></li><li>• <i>informing present and prospective members of the school community about provision available at the school</i></li><li>• <i>managing the school enrolments within the resources provided to the school</i></li><li>• <i>advising the district superintendent of enrolment and curriculum trends in the school</i></li><li>• <i>maintaining accurate and complete enrolment data</i></li><li>• <i>establishing an enrolment ceiling to cater for anticipated local demand</i></li><li>• <i>setting an enrolment number (a buffer) to cater for anticipated local demand during the year</i></li><li>• <i>establishing a placement panel when demand for non-local places exceeds available accommodation</i></li><li>• <i>documenting and promulgating the criteria for selection amongst non-local enrolment applications to parents and the school community</i></li><li>• <i>making decisions on non-local enrolments at the school level wherever possible.</i></li></ul>
<b>Director, PSNSW</b>	<ul style="list-style-type: none"><li>• <i>monitoring enrolment policies, procedures, numbers and ceilings at all schools in the district</i></li><li>• <i>making determinations for out of area placements which cannot be resolved at the school level</i></li><li>• <i>monitoring schools' local areas in collaboration with principals, directors of adjacent districts (where appropriate) and Asset Services.</i></li></ul>

## 6. Additional Direction to Support This Policy

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The ANPS Principal will ensure the following procedures and guidelines as outlined in the “*Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (1997)*” are adhered to :

### 6.1 Procedures for Enrolment in Particular Circumstances

- *Transition to school*
- *Kindergarten Enrolment*
- *Enrolment of Students who are Gifted and Talented*
- *Application for Enrolment in Secondary Schools*
- *Enrolment of Students with Special Learning Needs with Disabilities*
- *Enrolment of Students in Community Care Schools*
- *Enrolment of Non-Australian Citizens, Enrolment in Intensive English Centre*
- *Enrolment of Distance Education*
- *Transfer Applications, Short Term and Part-time Attendance, Part-time Enrolment, Home Schooling and Refusal of Enrolment*

### 6.2 Enrolment Data

- *Enrolment Forms*
- *Register of Enrolment*
- *Resourcing*
- *Accountability and Reporting*

### 6.3 Other Matters

- *Replacement of Previous Policy Related Documents*
- *Consultation and Further Advice*

## 7. ANPS Procedural Checklist for all enrolments

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The following list of actions is reviewed and adjusted at the beginning of each school year, or as necessary.

- Check residential address (documentation is required).
- Sight birth certificate and immunisation certificates.
- Check school / department criteria if child has any disabilities or special needs.
- Parent completes Application for Enrolment.
- Transfer Certificate is attached.
- Inform parents/carers - bus form / private conveyance -online
- Parent Information Book / Family Information Sheet (to be completed) handed to parent.
- Principal / Executive interviews child and parent.
- Principal / Executive allocates child to class/introduces child to Student Councillor, parent to class teacher.
- School Assistant enters Admission Register Number on Application Form via computer.
- Complete entry on computer file.
- Amend class list.
- Enrolment details given to teacher.
- School Assistant Requests Record Card from previous school. If student from interstate complete new Student Record Card.
- File enrolment form.
- Add copy of non-local placement panel letter of enrolment offer to enrolment form.
- Add details to record card on receipt from previous school.
- A student may be refused enrolment on the grounds of previous documented violent behaviour e.g. suspension, exclusion, expulsion.