

Coolongolook Public School

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“School Enrolment Implementation Protocols and Procedures”

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 an **Application for Enrolment Form** 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.

"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 leaves a buffer for enrolment of any child who lives within the school's designated drawing area. This number is based on past trends for demand for local places at our school.

General Principles

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.

- Coolongolook Public School, like all public schools, has a designated local drawing area.
- Boundaries for the drawing area for local schools are set from time to time by the Department of 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.
- 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.

Enrolment Ceilings

Our school has established an enrolment ceiling, in line with Department of Education policy which reflects accommodation available and established staffing.

Enrolment Buffer

Within the enrolment ceiling, a buffer is to be established annually to accommodate local students arriving throughout the year. This buffer is based upon historical data and enrolment fluctuations. The school's actual enrolment number is based on the enrolment ceiling minus the enrolment buffer.

Enrolment Procedures

A parent wishing to enrol their child at Coolongolook 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 4997 7183. Alternatively, you are welcome to call at our office between 8.30am 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.

- You may be required to provide proof of residential address.
- Coolongook Administrative staff will assist with enrolment procedures and provide relevant information.
- Class placement will be made by the Principal or his/her designated officer.
- Child's name will be entered in our Admissions Register and the child will be enrolled at our school.
- A meeting will be arranged with the Principal to provide you with general school information student welfare and discipline procedures and transport arrangements, as appropriate.
- If your child is transferring from another government school, we will request that school to forward your child's Pupil Record Card to us.

Kindergarten Enrolments

a) Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before the 31st July in that year. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment.

b) Parents who wish to enrol eligible children after the beginning of the school year may do so up until the end of term 2. However, the school preference is for all children enrolling in Kindergarten to start school at the beginning of the school year.

c) The Principal will enrol in Kindergarten, students on transfer and children reaching the statutory age of 6 years.

d) The Public Health Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment. Parents have the right to not having children immunised. However, 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.

(Memorandum 93.016 Public Health Amendment Act 1992 - Immunisation: Children Entering Kindergarten.)

Non Local Enrolment

The following policy approach has been established:

- Parents who live outside our designated drawing area and who are seeking to enrol their child at our school are deemed to be non-local enrolments. In this case the parents are advised to visit the school and speak to the Principal.
- Parents may be asked to complete an Application for Non-Local Primary School Enrolment for consideration by the school Placement Panel.
- If an Application for Non-Local Primary School Enrolment is completed, the Principal will advise the parents of the outcome as soon as possible following the Panel meeting.

Placement Panels - for Non-Local Enrolments:

- The Placement Panel will be made up of the Principal, teacher and a parent representative.
- The panel will be chaired by the Principal who will have the casting vote.
- The panel will meet when required to consider applications for Non-Local Enrolment.
- Meetings will be scheduled taking into account the commitments of the panel members.
- Panel decisions will be based on the criteria stated below.

Proximity and access to the school.

If space is available within the school's Enrolment Number, and if the enrolment will not create a disruption to school routine, or create demand for additional staff, the following criteria may be considered by the panel in making a decision to accept or refuse an application for Non-Local Enrolment:

- * Siblings already enrolled at this school;
- * structure and organisation of the school;
- * compassionate circumstances;
- * medical reasons;
- * safety and supervision of the student before and after school;
- * special interests and abilities

Waiting Lists

If space is available, 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 and will indicate the priority order of applicants.

Appeals

Appeals, in the first instance, against the decision of the Placement Panel must be made in writing to the Principal. The Principal will seek to resolve the matter.

Where the matter is not resolved at the local level, the Director, Public Schools NSW will consider the appeal and make a determination.

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

Procedures for Enrolments in Particular Instances

Students with Disabilities

The Department of Education provides a range of services and resources to support the education of students with disabilities. These include:

- Targeted funding, specialist teachers, School Learning Support Officers (SLSO's) and consultancy service to support students enrolled in regular classes;
- Special classes (e.g. physical, behavioural);
- Modifications of buildings to facilitate access;
- Provision of specialised equipment and technology
- Special transport services.
- When considering the enrolment of a student with a disability at Coolongolook Public School, these provisions are to be considered.
- The decision to enrol a student with a disability, and with what level of support, will depend on a number of factors, including the student's needs, the expressed desires of parents or caregivers, the capacity of the system to provide the level of support services required generally as well as the availability of support services at alternative locations.

In many situations it will be possible to enrol a student with a disability at Coolongolook Public School with the necessary level of specialist support. In some circumstances the level of support required, or the specialist nature of that support, may necessitate alternative enrolment options being considered.

In each case, when a student with a disability presents for enrolment, it is the responsibility of the Principal to ensure that an appraisal of the student's educational needs is carried out. For

some students, appraisal will have occurred as part of a planned transition process. For others, the appraisal will take place at the time enrolment is sought.

Appraisals will involve parents or caregivers and will entail consideration of the student's support needs in areas such as curriculum, mobility, social skills, personal care and communication. It will often involve consideration of supporting documentation from medical practitioners and other health and education professionals. Learning and Wellbeing Officers will be consulted to assist in this process, in particular, to identify the resources which may be available to support enrolment.

Requests for enrolment in special classes or special schools are considered by a District Placement Panel.

For more information

Further information regarding this Enrolment Implementation Protocols and Procedures may be obtained by contacting the School Principal, Jason Tindall on 4997 7183

Further References

Enrolment of Students in Government Schools: A Summary and Consolidation of Policy -1997