

This enrolment policy is to be read in conjunction with Enrolment of Students in Government Schools: A Summary and Consolidation of Policy. Department of Education & Training, August, 1997.

Local Area: This is the 'intake area' from which students are drawn from for enrolment at their local school. Please see Appendix A - catchment Area Map or visit www.newtown-p.schools.nsw.gov.au

Please note*:

**Newtown Public School is operating at capacity.*

In 2015 Newtown Public School modified its enrolment policy and in 2016 has only accepted students from within its local area.

A review of the local area was undertaken at the end of 2015. As of April 2016, the local enrolment boundary area for Newtown Public School has changed. A map showing the intake area is included in this document.

Purpose of this policy

To provide information for parents on the requirements and procedures for enrolment at Newtown Public School.

Scope of this policy

This policy describes the enrolment process for all students enrolling at Newtown Public School, from Kindergarten to Year 6.

General Principles Governing Enrolment

- A child is considered to be enrolled when an *Application to enrol in a NSW Government School* has been completed by one or both parents or caregivers, the student's name entered on the ERN system and the student presents for enrolment.
- A student can only be enrolled at one school at any given time.
- Children are entitled to be enrolled at the public school that is zoned as the designated area for their primary place of residence ie; their 'local area'.
- The 'local area' is determined by the Department of Education and Communities through a process involving the School Education Director and the Priorities Directorate.
- The requirements of Work Health and Safety will be considered before any student is enrolled into the school. Risk assessments may be considered to be in place prior to the student starting at the school.
- Schools are required to have a written policy which states the grounds on which a student considered to be a 'non-local area' enrolment will be accepted.
- In addition to the criteria for the acceptance of 'non-local area' enrolments will be the consideration of the availability of appropriate staff and permanent classroom accommodation.
- The policy and criteria is expressed in plain English and will be translated into other languages where necessary.



Kindergarten Enrolment

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31st July in that year.

Children reaching the statutory age of 6 years will also be enrolled in Kindergarten.



Documentation required for enrolment at a NSW Government School

All documentation should be originals and current. Photocopies will not be accepted. Note also that a Driver Licence is not an acceptable proof of residential address.

Documentation providing proof of age of the student, such as a birth certificate or passport, is required on enrolment. One document showing proof of identity of the parent's name and residential address is required.

DOCUMENTATION	
Three documents of proof of residence: Require ONE document from each of the three section on the right.	Council Rate notice
	Tenancy agreement
	Water rates
	Electricity account
	Gas account
	Home telephone account
	Centrelink document
	Medicare account
PLUS One of these documents	Child's Birth Certificate
	Child's Passport
PLUS (for immunised children)	Immunisation History Statement (not Blue Book)

Immunisation

The Public Health Act (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment. This is available through Medicare.

Parents have the right of not having their 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.

Discrimination in Enrolment

No student will be discriminated against in enrolment on the basis of sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Enrolment Numbers

Enrolment numbers cater for anticipated local demand and 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.

Enrolment Buffer

Within the enrolment ceiling, there is a buffer of 5% of the student population in February, to accommodate local students arriving throughout the year. The size of the buffer is based on historical data, enrolment fluctuations and the number of families moving into or out of the area. Places in the buffer are not offered to non-local students.



Non-local Area Enrolment Applications

Our enrolment policy focuses on taking in area students from within our current boundaries as shown in the school's 'catchment map' (Appendix 1). As you will be aware there is rapidly growing population in our school and in the primary schools in our surrounding area. Siblings of students will be accepted in 2017 and this may not be possible from 2018 onwards.

We will continue to keep you updated with regards to out of area placements. Out of area placements will be considered by our school panel. We will consider **special circumstances** for out of area placements including:

- Parent disability and siblings acting as carers
- Out of home care students
- Access availability for disabled students
- Students enrolled in those schools with pre-school facilities on site (this does not apply to Newtown PS)

Applying for non-local enrolment

Parents seeking enrolment 'out of area' in line with the special circumstances outlined above, will need to complete an *Application to enrol in a NSW Government School* and include relevant written documentation outlining the special circumstances for seeking enrolment outside of the 'local area', in accordance with this policy's criteria.

Placement Panel

The school has a placement panel to consider and make recommendations on all non-local enrolment applications **in line with the specific criteria** (outlined below).

The panel consists of two School Executives, a school parent nominated by the P&C Association and the School Principal.

In assessing applications, the panel will consider only those matters presented with the *Application to enrol in a NSW Government School*.

Decisions made by the placement panel will strongly consider the enrolment ceiling and the buffer retained for local students arriving later in the year. The availability of appropriate staff and permanent classroom accommodation is factored into assessing non-local enrolments.

Parents will be provided with a written explanation of the decisions of the placement panel, if formally requested.



Appeals

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

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 school level, the Director of Schools will consider the appeal and make a determination.

Transferring Students

Children presenting for enrolment who have previously been enrolled in a government or non-government school, interstate or in New Zealand may be enrolled at the school at any time if they are 'local area' enrolments.

Enrolment of Non-Australian Citizens

See the Department of Education and Communities information and procedures for International Students outlined at: www.schools.nsw.edu.au/gotoschool/intnl_students/index.php

Refusal of Enrolment

The School Principal may refuse to enrol a student on the basis of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour.

Enrolment Records

Information about each student enrolled at the school is recorded only for legal requirements and school administrative purposes (for resourcing, accountability and reporting requirements).

An enrolment register is kept of all children at the school. This register includes:

- the student's name, address, date of birth, gender and country of birth
- the parent or caregiver's details
- the date the student enrolled at the school and the class entered
- the date the student leaves or transfers from the school

Newtown Public School



Enrolment Policy

Date: August 2018

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