Student Enrolment Policy

DET Related Documents
Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy – August 1997
Memorandum to Principals 86.205, Kindergarten Enrolment: Policy Change, 30 September 1986
Memorandum to Principals 93.016, Public Health (Amendment) Act 1992 Immunisation: Children Entering Kindergarten, 21 April 1993
Guidelines for Accelerated Progression, Board of Studies, New South Wales, 1991. Page 9

Rationale
Each school is required to develop an enrolment policy in consultation with the school community. The Kogarah Public School policy follows the current departmental guidelines Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy – August 1997
The following General Principles Governing Enrolment are drawn from this document.

General Principles Governing Enrolment
- 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.
- School local areas are determined by the Department of Education through a process involving consultation between the Asset Management Directorate and the Director Public Schools.
- 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.

Enrolment Ceiling and Buffer
Kogarah Public School has an enrolment ceiling, based on 14 permanent classrooms. This ceiling is determined by the current departmental student class average figure multiplied by 14.

In order to cater for local enrolments during any academic year, a buffer of 14 student places will be kept available across the school. The buffer will take into account the need to provide 2 places within each grade.

Where spare accommodation exists at the school, except for enrolments at the beginning of the school year, non-local placements must not generate demand for extra staff or create disruption to school routine.
Kindergarten Enrolment

- 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.
- The principal will advise the parent body and the school community of the enrolment arrangements for the next year’s Kindergarten children.
- Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.
- *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.

Early Enrolment of Students who are Gifted and Talented

The principal may decide that early entry to school of a student who is intellectually gifted and talented is appropriate to meet the student’s educational, social and emotional needs.

When a student is being considered for early entry to Kindergarten, the school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This will be undertaken by the school counsellor or a registered psychologist.

Judgments about the student’s emotional maturity will include input from the student’s parents and the school counsellor or psychologist.

Those considering early enrolment may wish to note that a review of the research reveals a consensus that, for successful outcomes, a child should be within six months of approved entry age. (*Guidelines for Accelerated Progression*, Board of Studies, New South Wales, 1991. Page 9.)

Non-Local Enrolment

Where demand for non-local places exceeds availability, the school will establish a placement panel to consider and make recommendations on all non local enrolment applications. The composition of the panel will include at least one staff member, other than the principal. 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. The decisions made by the placement panel will be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year.

Criteria for Non-Local Enrolment

Criteria as determined by the school’s placement panel:

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the students before and after school
- structure and organisation of the school