



Werris Creek Public School

SAFETY • RESPECT • ACHIEVEMENT

WERRIS CREEK PUBLIC SCHOOL

ENROLMENT OF STUDENTS POLICY

Purpose:

The NSW Department of Education and Training requires all schools to establish and implement an enrolment policy. This policy documents the procedures to be used to implement the *Enrolment of Students in Government Schools* policy (August 1997).

At Werris Creek Public School we will provide a safe, positive and supportive environment in which the students can achieve their greatest educational potential.

Date Implemented:

August 2019

Expectations:

At Werris Creek Public School we aim to meet the requirements of the *Enrolment of Students in Government Schools* (August 1997) policy by implementing the General Principles Governing Enrolment as follows:

- A student is considered to be enrolled when he or she is placed on the admission register.
- A student should be enrolled in one school only at any given time.
- Children are entitled to be enrolled at Werris Creek Public School if their home is situated within the designated intake area.
- Parents/carers may seek to enrol their child in the school of their choice.
- School local areas are determined by the Department of Education and Training.
- We will set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at Werris Creek Public School if he or she chooses to attend it.
- The policy will be adjusted as required to state 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.
- The policy and criteria will be expressed in plain English, and in community languages where necessary.

Implementation:

The decision on where to enrol a student, and with what level of support, will depend on a number of factors, including a student's educational needs, the expressed desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

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



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Enrolment Ceiling and Buffer:

Werris Creek Public School currently has 7 permanent classrooms.

This makes the enrolment ceiling 162 with a buffer of 14 students to maintain the maximum of 6 teachers and classrooms. Future enrolments will depend on the grade the student is seeking to enrol in, with primary places being more available and flexible than K-2 options because of the class size reduction campaign.

As per the NSW Department of Education and Training Enrolment Policy, places in the buffer are not to be offered to non-local students.

Non-Local Applications:

A placement panel will consider and make recommendations on all non-local enrolment applications. This panel will consist of an Assistant Principal, the P and C President and the Principal (who will chair the panel and have a casting vote). In assessing the application 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.

The placement panel will record all decisions and minutes of meetings will be available on request to the School Education Director.

Criteria for Non-local Enrolment Applications:

The criteria for selecting amongst non-local enrolment applications will be made in advance to parents who are interested in enrolling their children. The following are the criteria that will be considered by the Placement Panel:

- 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, and the
- structure and organisation of the school.
- recent change in the local intake area boundaries

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents/carers will be provided with an explanation of the decisions of the placement panel in writing.

A waiting list will be established for non-local students. Parents/carers will be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list will reflect realistic expectations of potential vacancies (which are generally no more than 5 students a year). The waiting list will be current for one year commencing at the beginning of the school year. Vacancies for the following year will be offered in Term 4 to



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students on the waiting list. Parents/carers of students on the waiting list will be informed in writing that a new waiting list will be established for the following school year and invited to make another application in writing for non-local enrolment.

Where a parent/carer wishes to appeal against the decision of the placement panel, the appeal will be made in writing to the Principal. Where required, the Principal will 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 School Education Director will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Responsibilities of the Principal:

With regard to enrolment, the Principal is responsible for:

- preparing an enrolment policy in consultation with the P and C,
- informing present and prospective members of the school community about provision available at the school,
- managing the school enrolments within the resources provided to the school,
- advising the School Education Director of enrolment and curriculum trends in the school,
- maintaining accurate and complete enrolment data,
- establishing an enrolment ceiling to cater for anticipated local demand,
- setting an enrolment number (a buffer) to cater for anticipated local demand during the year,
- establishing a placement panel when demand for non-local places exceeds available accommodation,
- documenting and promulgating the criteria for selection amongst non-local enrolment applications to parents and the school community, and
- making decisions on non-local enrolments at the school level wherever possible.

Other Circumstances:

Occasionally students may seek to enrol for short periods of time or attend an alternate DET program for part of the school day. Werris Creek Public School will follow the procedures in the Department of Education and Training Enrolment Policy in these circumstances.

Refusal to Enrol a Student:

- In the first instance, the Principal will consider applications for non-local enrolment on the criteria for non-local enrolments as stated in the school's enrolment policy.
- Non-local applications may be declined due to lack of accommodation or because others have been given higher priority on the basis of school enrolment policy criteria.
- The Principal may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour.
- Werris Creek Public School has a responsibility to assess and manage any risk of harm to its staff and students.



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- The current DET application to enrol gives parents and caregivers the opportunity to provide the school with information that will help facilitate the smooth transition of students into Werris Creek Public School. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of some students.
- The Principal is required to certify that the Special Circumstances and Student History of each student have been assessed. The Principal will then determine whether a Risk Assessment is required and will sign off (prior to accepting or denying the enrolment) on whether the Risk Assessment has been conducted and if necessary a Risk Management Plan and appropriate resources have been put in place.
- As well as these enhanced enrolment procedures, an email-based Request for student background information and documents enables information to be exchanged between principals concerning students who have a history of violence or other discipline issues.
- The Principal has the responsibility for the final decision. However, in some circumstances, the School Education Director may direct the Principal to enrol a student.

Record Keeping:

All records required by the Department of Education and Training Enrolment Policy will be followed at Werris Creek Public School.

This Policy Complies With (DEC):

This school is part of the state education system and is bound by the policy statements issued by the Department of Education and Communities, in particular those referred to on the “School Policies and Procedures” webpage under Student Administration, Enrolment.

<https://education.nsw.gov.au/policy-management-schools/enrolment-policy-changes>

Date Of Review:

1st October 2020