



WOLLONGONG PUBLIC SCHOOL

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Principal: Mr Harold Cosier

SCHOOL ENROLMENT POLICY STATEMENT

Rationale:

The government school system in New South Wales exists to provide high quality education for all students. The *Education Reform Act 1990* outlines the objects of education and the legal requirements for compulsory schooling.

The legislation requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided. The alternative to this is for students to be registered for home-schooling. It is the duty of the parent or carer to ensure that these obligations are fulfilled.

Wollongong Public School is committed to being a local Public Primary School catering for the students in the local area. Enrolment of students will be in accordance with NSW Department of Education policy: Enrolment of Students in NSW Government Schools August 2019

Guidelines

- All students will be enrolled in the name that is stated on the child's birth certificate or passport unless the conditions stated in the Family Law Guidelines can be applied;
- The school will seek evidence of the student's age and name before enrolment through a Birth Certificate or passport;
- 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 their local government school based on their current address;
- Parents may seek to enrol their child in the school of their choice. School local areas are determined by the NSW Department of Education. Please contact the school for further information regarding school boundaries;
- School local areas are determined by the NSW Department of Education through a process involving consultation between the Assets Directorate and the Director, Educational Leadership together with Principals;
- 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; and
- 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, wishes of parents and caregivers, 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.

Implementation

- An Enrolment Ceiling will be established on a yearly basis based on the availability of classrooms and associated staff;
- As no additional accommodation will be provided to cater for increased enrolments resulting from non-local placements, an **enrolment buffer of 2 per class** has been determined. This buffer is to cater for unexpected local students arriving throughout the year;
- This is based on the class size guidelines which states that:
 - In Kindergarten the average class size should not exceed 20 students;
 - In Year 1 the average class size should not exceed 22 students;
 - In Year 2 the average class size should not exceed 24 students; and
 - In Year 3-6 there is no specified maximum but classes should be 30 students or under.
- When spare accommodation exists, except for enrolments at the commencement of the school year, non-local placements must not generate demand for extra staff or create disruption to school routine;
- All new enrolments will have an interview with Deputy Principal; and
- Class placement will be at the discretion of Assistant Principals in consultations with Deputy Principal based on current class numbers, class structures and identified student needs.

Local Enrolment

- Students who reside within the NSW Department of Education designated drawing area for Wollongong Public School are accepted for enrolment based upon a residential address check as stated in the General Enrolment Procedures July 2019;
- The school will seek documentary evidence of guardianship where applicable; and
- Visa status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).

Opportunity Class Enrolment

- As Wollongong Public School hosts the District Opportunity Classes which involve 60 students each year, enrolment for these students will be considered as local enrolment.

Non-Local Enrolment

- Parents or caregivers reserve the right to apply for non-local placement of their child;
- When demand for non-local placement exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications; and
- Enrolment panels consist of:
 - member of the executive staff (as chairperson);
 - school community member/s (nominated by the school's parent organisation); and if possible
 - teaching staff member/s.

- When assessing applications, the panel will only consider matters presented on the application form. Minutes and decisions from placement panel meetings will be recorded. The application should be supported by reasons for consideration by the school's Placement Panel.

Criteria for Non-Local Enrolment

- Please see [Out of Area Application Procedure Flow chart](#). Applications can be made only against the following criteria:
 - Medical reasons;
 - Safety and supervision of students before and/or after school;
 - Compassionate circumstances;
 - Proximity and access to school;
 - Siblings of already accepted out of area enrolments;
 - Siblings of Opportunity Class students; and
 - Structure and organisation of the school.

It should be noted that this criteria is not in priority order, criteria will be applied equitably to all applicants and each situation will be considered case by case. Decisions will be made as school level wherever possible.

Appeals

- Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing;
- The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the principal is not on the enrolment panel, the principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership; and
- The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.

Kindergarten Enrolments

As a school we aim to set students up for success as they begin their learning journey at Wollongong Public School.

- Children may be enrolled in Kindergarten at the beginning of the school year if they turn five years of age by 31 July of that year. Documentation providing proof of age and residency in the local area is required;
- Applications for enrolment will be accepted from the commencement of Term 2 of the year prior to enrolment;
- An orientation program will commence in Term 3 and continue in Term 4 each year. Prospective students and their parent/s are invited to attend these sessions. They provide information necessary for starting school, introduction to key school personnel and activity sessions in the classrooms for the students;
- We will only accept Kindergarten enrolments for the current school year throughout Term 1 or 2 unless previously enrolled at another school;
- If you wish to enrol your child into Kindergarten beyond Term 2 we require written submission outlining the circumstances regarding your child's enrolment;

- The submission will be reviewed by School Executive who will inform the parents in writing of the decision; and
- Out of area enrolments will be considered by a panel as per all out of area enrolment applications.

Non Australian Citizen Enrolments

- Non-Australian citizens will be enrolled in accordance with the procedures set out in [Enrolment of non-Australian Citizens Procedures and Eligibility](#);
- Visa status of Non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit);
- Guardianship arrangements for enrolling students will need to be confirmed with the school by the students' parents;
- On application for enrolment, parents will be referred to our [School Start Document](#) which details student current year group based on date of birth; and
- If children are older than 11 and from non-English speaking background, we recommend enrolling at the local Intensive English Centre.

Supporting Documents

[Enrolment of Students in NSW Government Schools August 2019](#)

[Our School Feeder area](#)

[Family Law related Issues in Schools and TAFE NSW](#)

[General Enrolment Procedures July 2019](#)

[Legal Issues Bulletin Number 43 November 2012](#)

Review / Evaluation of Enrolment Policy

Ratified by P&C at 29/10/19 meeting

Review and evaluation of the enrolment policy should be conducted as needed.