

Enrolment Policy

February 2019

RATIONALE

The information contained in the policy is consistent with the guidelines outlined in the NSW Department of Education (DoE) policy *Enrolment of Students in Government Schools*.

Medowie Public School has developed its enrolment policy in accordance with:

- The principles and requirements established in [Enrolment of Students in Government Schools](#)
- [Legal Issues Bulletin No. 43](#)
- The shared vision, values and beliefs of the Medowie Public School community

GENERAL PRINCIPLES

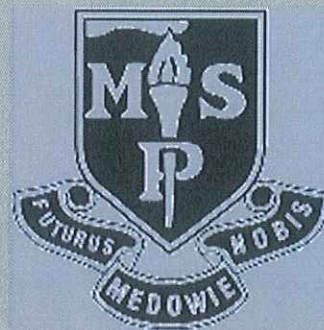
- Parents may seek to enrol their child in the school of their choice provided school ceilings are not exceeded.
- Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend. These enrolments are called local enrolments.
- School local areas are determined by the Department of Education through a process involving consultation between relevant parties.
- No person, in seeking enrolment will be discriminated against on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.
- A student is considered to be enrolled when he or she is placed on the admission register of the school.
- A student should be enrolled in one school only at any given time.
- Schools are required to set an enrolment ceiling and buffer 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.
- 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.
- Children who attain the age of 5 years prior to the 1st August (i.e. on or before 31st July) in that year, may be enrolled at the appropriate school at the beginning of the school year.
- The enrolment of eligible children in the Kindergarten year will commence after all children have completed the Best Start Assessment.
- Whilst it is the intention that children be enrolled at the beginning of the school year, (WHICH THIS SCHOOL STRONGLY RECOMMENDS), parents who choose to enrol after the beginning of the year may do so, but all new Kindergarten enrolments must be finalised by the end of TERM 2. Children who attain the age of five years after 31st July, and eligible Kindergarten children not enrolled by Term 2, must await enrolment until the beginning of the following year.

ENROLMENT FORM

Parents must complete an Application for enrolment form. These are available from the school office or can be downloaded from the DoE website.

After the enrolment form is completed the following original documents need to be sighted.

- Proof of student's residential address (e.g. council rates notice, electricity accounts, statutory declaration etc.)



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The Principal can seek any information they consider to be of assistance in determining an address. Such evidence may include council rate notices, accounts for water, electricity or telephone, lease documents or electoral enrolment confirmation. If a person claims that they are living with someone with no formal lease arrangements, the Principal can ask for a statutory declaration from them and/or the landlord.

- Birth Certificate or identity documents
- Australian Childhood Immunisation Register Immunisation History Statement

In addition, if your child is the subject of family law matters or has a disability, health or other support needs, you will need to provide:

- Copies of any family law or other relevant court orders
- Copies of medical/healthcare or emergency action plans (Please note: any child diagnosed with asthma requires a plan)
- Evidence of any disability or other support needs, including any learning and support plans.

ENROLMENT - SCHOOL BOUNDARIES

The Department of Education has recently launched the School Finder tool. It is an online tool for parents and carers to help locate NSW public schools close to their home, and seeks to provide the community with more clarity and information on school enrolment areas. Users enter their home address and a map displays their home location and the enrolment area (intake zone) of their eligible school. The School Finder tool is accessible via <https://education.nsw.gov.au/school-finder> Please contact the school for clarification or if further information is required regarding this tool.

ENROLMENT CEILING

Each year the school will establish an enrolment ceiling, which is based on available permanent accommodation. Medowie Public School in 2019 has 12 permanent classrooms allowing for an enrolment ceiling of 314 students for mainstream students. Medowie Public School also has one multicategorical class and students in this special placement are not included in the enrolment ceiling.

ENROLMENT BUFFER

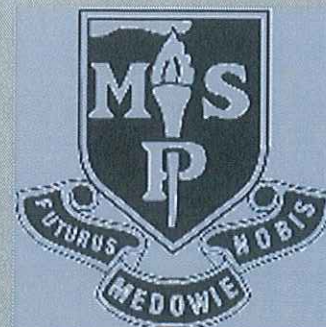
A buffer of 14 places is desirable to accommodate students who arrive throughout the year. Places in the buffer will not be offered to non-local students. Therefore, once enrolments reach 300, enrolment will not be offered to non-local enrolment.

LOCAL ENROLMENTS

Parents or caregivers living in the local area who are seeking to enrol their children at Medowie Public School should contact the school for an appointment. Students will not necessarily be enrolled on that day as the school requires time to gather valuable information that will assist in placing students where their needs are best catered for.

NON-LOCAL ENROLMENTS

All parents may seek to enrol their children at Medowie Public School. A parent or caregiver seeking non-local enrolment will need to complete a non-local enrolment application form and arrange an interview with the Principal. A school may only accept non-local enrolments when there is sufficient permanent accommodation available to accommodate students as well as potential enrolments that may present during the year.



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If it is determined that some enrolment spaces are available for non-local students but demand exceeds the number available, a placement panel will be formed. The placement panel then determine the criteria for considering applications and rank each non-local application. If this take place, enrolment spaces available will be offered to nominate non-local students based on the decision of the placement panel. This is in line with department policy. This will not be determined until the November/December before the new school year. If your family's current residential address is in the intake zone and you move outside the intake zone, younger siblings cannot be offered enrolment if no spaces are available for non-local enrolments.

CRITERIA FOR NON-LOCAL ENROLMENT

All criteria are considered. Meeting one or two of the criteria's does not guarantee placement into the school.

1. Siblings already enrolled at the school.
2. Safety and supervision of the student.
3. Proximity and access to the school - *Where parents work in the area and/or the local school is not a viable alternative.*
4. Medical reasons
5. Compassionate circumstances - *After reports from the Principal, School Counsellor and welfare committees of the school in which the child is presently enrolled have been received and assessed and current issues have been resolved.*

PLACEMENT PANEL

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 is to be determined locally but must include at least one staff member, other than the principal, and one school community member/P&C representative. The panel will be chaired by the principal who will have a casting vote.

WAITING LISTS

Waiting lists may be established for non-local students. Parents will be advised if their child is to be placed on a waiting list. Waiting lists are current for one year.

APPEALS

If a parent wishes to appeal the decision of the placement panel it should be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved at school level it will be referred to the Director, Educational Leadership who will consider the appeal and make a determination.

ENROLMENT OF STUDENTS WITH SPECIAL NEEDS IN MEDOWIE'S MULTICATEGORICAL CLASS

Requests for enrolment in the MC class are considered by a district placement panel. An online Access Request is required to be completed to appraise the support needs of the student by the child's in zone school. If appraisal indicates that the educational needs of the student can best be met in the MC support class and spaces are available, a placement is offered by the district panel as per the procedures stated in the Special Education Handbook.

Signed: 

Principal - Medowie Public School

Date: 22/2/19