



ENROLMENT POLICY 2021

Policy Context

The *Education Act 1990* requires parents of children of compulsory school age to enrol them at a government school, or registered non-government school, or to register them with the Board of Studies for home schooling. The Act also requires parents to ensure the regular attendance of their children at school.

Education Act 1990: Admission to Government Schools

34 (1) The parent of a child may enrol the child at any government school if the child is eligible to attend the school and the school can accommodate the child

34 (2) A child is, in any case, entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and the child is eligible to attend

Enrolment in NSW Government Schools

- 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 can determine their local intake area by using the NSW Department of Education's [Public School Finder](https://education.nsw.gov.au/school-finder) at <https://education.nsw.gov.au/school-finder>
- 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
- Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment
- *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.



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Enrolment Ceilings

- Each school will establish an enrolment ceiling, based on available permanent accommodation
- Tanilba Bay Public School has an enrolment ceiling of 480 students based on 19 permanent buildings.

Enrolment Buffer

- Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year.
- The size of the buffer is based on an average of 2 students per permanent classroom, historical data, enrolment fluctuations and on the number of families moving in and out of the area.
- Therefore when the school reaches an enrolment of 442 students, the school cannot accept non-local student enrolments.

Non-Local Enrolment

- Parents may seek to enrol their child in the school of their choice
- Parents may apply for non-local enrolment of their child in a school of their choice in addition to their designated local school. A separate application form is required for each school
- The number of students a school may enrol is limited by the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodating local children. To avoid disappointment, parents should check that there are vacancies before applying
- Tanilba Bay Public School currently has limited capacity to accept non-local enrolments
- Parents interested in seeking non-local enrolment may apply to enrol and, if the school is under its enrolment ceiling, that application will be considered by the school principal
- Should demand for non-local enrolments exceed availability, the school's placement panel.



Placement Panels

- Should demand for non-local places exceed availability, the school will establish a placement panel
- Composition of this panel is determined locally and will consist of at least one staff member a School community member nominated by the school's parent organisation and will be chaired by the Principal who has the casting vote.
- Applications will be considered by the school Placement Panel which will determine the availability of places and the validity of the application based on the criteria below

Criteria for requesting non-local placements may include:

- * proximity and access to the school
- * siblings already enrolled at the school
- * safety and supervision of the student before & after school
- * student welfare needs
- * medical reasons
- * family with a history of relationship with the school
- * compassionate grounds
- * structure and organisation of the school

It is likely that Tanilba Bay may have some capacity to accept non-local enrolments during 2021 and into the 2022 school year. Parents wishing to pursue non-local enrolment should complete the application form attached and return to our school office.

Waiting Lists

- A student applying for non-local enrolment may be placed on a waiting list if the school chooses to establish a waiting list for non-local students
- Parents will be advised in writing if their child is to be placed on a waiting list and their position on the list
- If a waiting list is established it will be current for one year
- Tanilba Bay PS does not keep a waiting list as we have no projected capacity to accept non-local enrolments.



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Appeals

- Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal who will seek to resolve the matter.
- If the matter is not resolved at the local level the Director Educational Leadership will consider the appeal and make a determination in consultation with the principal and school community
- The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Enrolment

- Once a student is enrolled in a non-local school, transfer to another non-local school will only be possible in exceptional circumstances
- Transfer to the student's local school will be allowed if there is space available.

Enrolment of Non-Australian Citizens

- Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).

Dr Abigail Sawyer

Proud Principal

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APPLICATION: NON-LOCAL PRIMARY SCHOOL ENROLMENT

Please read the information for parents provided at the bottom of this form, then forward your completed form to the principal of the school where you are seeking non-local enrolment for your child.

A: STUDENT INFORMATION

Family Name: _____ Date of Birth: _____
Given names: _____ Male/Female/Other
Address: _____ Home Phone: _____
_____ Work Phone: _____

Parent/Guardian Names:

Present School: _____

B: NON-LOCAL SCHOOL PLACEMENT REQUEST

School Applied for: *Tanilba Bay Public School* Year: K 1 2 3 4 5 6 (please circle)

Proposed date of enrolment: _____

Reason for application:

(Attach any further information that may be relevant)



OTHER APPLICATIONS

I have also applied for enrolment at the following non-local school/s:

and at my local school: _____

Parent/Guardian Signature: _____ Date: _____

SCHOOL USE ONLY

Date received: _____

Decision: _____

Parent advised on: _____

Notes _____
