

Macksville Public School Enrolment Policy

Rationale

Macksville Public School's local area is determined by the Department of Education, and the school will seek to ensure that every eligible local child will have a place.

Macksville Public School has determined the following policy to ensure a learning environment which maximises opportunities for all students. This policy has been developed in accordance with the Department of Education policy *Enrolment of Students in Government Schools*, and associated documents.

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.
- Each child is entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated.
- Parents may seek to enrol their child in the school of their choice.
- School local areas are determined by the Department of Education and Training through a process involving consultation between the Properties Directorate and the District Superintendent.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible child from the designated local area has a place at his or her local school if he or she chooses to attend it.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

Local Area Enrolments

All children who live within the agreed zone for this school are entitled to enrol at the school. Proof of residency is required when parents seek local enrolment, eg: driver's licence, rate notice, housing lease, letter of verification from acceptable statutory body.

The enrolment ceiling (maximum enrolment possible) for Macksville Public School, taking into account existing learning spaces, is 268 students. The school currently has an enrolment above this figure.

Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. The enrolment buffer is 14 students.

Local Area Enrolment Procedures

Required documentation - Every new enrolment must have:

- A completed Enrolment form (available from either the school website or the front administration office)
- Original birth certificate, or passport, (VISA documentation if presenting from overseas)
- Current evidence of residential address
- Other relevant documents, such as Court Order, AVO, etc
- Health care documentation as necessary.

Additional Form to be completed by parent / caregiver

- General Permission Note, including Media permission
- Medical Form if required
- Online Bus application with NSW Transport if required (Website: transportnsw.info/school-students).

All caregivers/students (local and non local) with a previous school history presenting for enrolment will be interviewed by a member of the school leadership team to determine:

- Any special needs
- Any behaviour issues/current enrolment status
- Any learning difficulties/special aptitudes
- School history and attendance record
- Other pertinent information relating to the students education.

Parents will be given a copy of the school information booklet.

On acceptance of enrolment, students will be placed in a class after consideration of:

- Year level
- Class size
- Gender split
- Existing class dynamics
- Special needs of student/other students in class.

Non Local Enrolment Procedures

Non local enrolment applications are to be made on the prescribed form (Appendix 1) indicating reasons for seeking such enrolment. All applications will be considered by the Principal or the enrolment committee when applications outnumber available places, taking into consideration the conditions outlined below.

Applications for non local enrolment will be considered in all grades and may be accepted subject to:

- DoE Principles
- Availability of classroom spaces (buffer), and preferred class structure
- Meeting the school's criteria for non local enrolment
- The ability of the school to provide for the student's needs
- Resources being available to support the requirements of Special Needs children wishing to enrol
- A case proving exceptional circumstances being made.

Priorities for Non Local Enrolment (including new Kindergarten enrolment applications)

- Proximity and access to the school
- Siblings already enrolled at the school
- Medical reasons
- Safety and supervision of the student before and after school
- Student welfare needs
- Particular educational programs or philosophies
- Compassionate circumstances
- Structure and organisation of the school.

Enrolment Committee

This committee will meet and make decisions where non-local enrolment applications outnumber available places. The enrolment committee is to comprise of the Principal, another nominated member of the school executive, a nominated classroom teacher and a nominated parent representative .

The committee will assess non-local applications for enrolment on their merit according to the above criteria, taking into account the other requirements of this policy.

Please note: Departmental policy states that Principals 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.

An appeal against a decision made by the Placement Panel is to be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved it is to be referred to the Director, Public Schools for determination. Appeals are to determine whether the stated criteria of the school have been fairly applied.

Application for Non Local Primary School Enrolment at Macksville Public School

A: STUDENT INFORMATION

Family Name: _____ Date of Birth: _____

Given Name: _____ Male Female

Address: _____ Telephone : _____

Current Pre-School or School _____

Current Year/Grade (if already at school) _____ Proposed enrolment date _____

Siblings currently / previously enrolled at this school and the year of enrolment:

B: INFORMATION FOR THE PLACEMENT PANEL TO CONSIDER

Will regular after-school-care be arranged in the school zone? Yes No Not Needed

Name of carer: _____ Telephone : _____

Address : _____

Do either or both parents/care providers work locally ? Yes No (Circle One)

Please detail why you are wishing to enrol at Macksville Public School.

4. Provide any other information/reasons to support this application. (Attach pages if space is insufficient)

5. Are there any special educational requirements which your child has? _____

6. I have also applied for application for enrolment at these schools: _____

7. I have read and understood the General Principles of Enrolment in this document.

Parent / Care Provider's Signature: _____ Date: _____