

Chatsworth Island Public School

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Greg Speirs–Principal

This policy has been developed in accordance with the Department of Education and training document, “Enrolment of Students in Government Schools: A Summary and Consolidation of Policy.”

 It contains the general principles by which students will be enrolled at Chatsworth Island Public School.

**Local Area Enrolment.**

Children living within the local zone area will be enrolled in accordance with the policies of the NSW Department of Education and Training.

Areas served by Chatsworth Island Public School are:

 The Village of Chatsworth Island, North from Murrayville Road to Tullymorgan, Jacky Bulbin, Mororo, Goodwood Island & Woombah.

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**Short Term Enrolment**

Students wishing to enrol for less than two weeks will need to discuss their situation with the Principal. The Principal will determine if a valid teaching and learning program can be established to meet the needs of the child in this time. No enrolments will be accepted for less than one week.

**Enrolment Ceiling**

The school has an enrolment ceiling, based on the current accommodation of three classrooms and taking into account that **the school will maintain a 10% buffer for local enrolments.**

The enrolment ceiling has been calculated with reference to the school staffing formula and includes a buffer to accommodate local students arriving throughout the school year.

Total enrolments 2017 = 59 students. Ceiling – K/1- 23, 2/3/4- 30, 5/6- 30

The school cannot accept non-local enrolments if class numbers exceed these calculations.

Local enrolments will always be accepted.

**Non Local Enrolments**

**The school will maintain a 10% buffer for local enrolments.**

**Criteria for Non-local Enrolment Applications**

Criteria for selecting amongst non-local enrolment applications should be

documented and made available, in advance, to parents who are interested in

enrolling their children.

Applications for non-local enrolments will be considered in accordance with the following criteria:

* There are places available in the school
* The enrolment does not generate the need for another demountable or staff member;
* Proximity and access to the school.
* Siblings already enrolled at the school.
* Medical reasons.
* Special needs.
* Compassionate circumstances.
* Structure, routine and organisation of the school are not affected.

The principal will ensure that the established criteria are applied equitably to all

applicants. Parents should be provided with an explanation of the decisions of the

placement panel in writing, should they request it.

**Waiting Lists**

Waiting lists may be established for non-local students. Parents should 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 should reflect realistic expectations of potential

vacancies.

Waiting lists are current until the first day of term 1.

**Appeals**

Where a parent wishes to appeal against the decision of the placement panel, the

appeal should be made in writing to the principal. Where required, the principal

should 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 district superintendent will consider

the appeal and make a determination. The district superintendent will consult with

the relevant principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria have been

applied fairly.

**Kindergarten Enrolment**

The principal will advise the parent body and the school community of the enrolment

arrangements for the next year’s Kindergarten children, including the policy on

immunisation.

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 enrolment of eligible children in the Kindergarten year is

to commence within the first week of the school year.

The principal is to ensure that enrolments proceed as quickly as possible in a

manner which is in the best interests of the incoming children.

Whilst it is the intention that children be enrolled at the beginning of the year,

parents who choose to enrol eligible children after the beginning of the school year

may do so, up to the end of Term 2.

The principal will enrol in Kindergarten, students on transfer and children reaching

the statutory age of six years.

Refer to Memorandum to Principals 86.205, *Kindergarten Enrolment: Policy Change,*

30 September 1986.

*The Public Health (Amendment) Act 1992* requires parents to provide documented

evidence of a child’s immunisation status on enrolment in schools, pre-schools and

child care centres.

Information is contained in the booklet, *Immunisation - An Essential Guide to the*

*New School Entry Requirements,* which is available from Student Welfare

Directorate.

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.

Refer to Memorandum to Principals 93.016, *Public Health (Amendment) Act 1992*

*Immunisation: Children Entering Kindergarten*, 21 April 1993, available from Student

Welfare Directorate.

**Responsibilities of the Principal**

With regard to enrolment, the school principal is responsible for:

* preparing an enrolment policy in consultation with the school community,
* 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 district superintendent 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

* making decisions on non-local enrolments at the school level wherever

 possible.