



## **BALGOWNIE PUBLIC SCHOOL**

*Living & Learning*

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Principal: Aloma Stewart

### **Balgownie School Enrolment Policy** **Revised annually in consultation with the P and C.** **Revised May 2015 in consultation with the P and C**

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 or to be registered for home schooling. It is the duty of the parent or carer to ensure that these obligations are fulfilled.

Balgownie 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 DET policy.

#### **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 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 may seek to enrol their child in the school of their choice.
- School local areas are determined by the Department of School Education & Communities.
- Schools are required to set an enrolment number 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 it.
- 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.
- 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**. As Balgownie Public School is designated as a 13 Core School the Enrolment Ceiling is based on the availability of 13 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.
  - In Year3-6 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.

## **Local Enrolment**

Students who reside within the Department of Education (DET) designated drawing area for Balgownie Public School are accepted for enrolment.

The school will seek evidence demonstrating local resident status through the provision of current original documents. These are:

- Property ownership or tenancy documents in the name of the applicant's parent/carer eg: rate notice or tenancy agreement of 6 months or more.
- 2 utility account statements (water, electricity, telephone, gas) displaying the name and local address of the applicant's parent/carer.

The school will seek documentary evidence of guardianship where applicable.

Visa status of non Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).

## **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. The placement panel consists of Principal, and Assistant Principals.

The Parent and Community Association are consulted about the Enrolment policy on an annual basis and they have decided that at Balgownie Public, the placement panel will consist of school staff, with parent consultation about criteria for non-local enrolments.

In assessing applications, the panel will only consider matters presented on 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**

- **Preference** is given to students who have siblings at Balgownie Public School if space permits.
- Other criteria includes ( but not in priority order)
  - Medical reasons
  - Safety and supervision of students before and/or after school.
  - Compassionate circumstances.
  - Proximity and access to school.
- Further criteria from the Enrolment of Students in Government Schools policy 1997:
  - Structure and organisation of the school.
  - Special interests and abilities

### **Waiting Lists**

- A waiting list for non-local applicants may be established based on the criteria above and parents will be advised if their child is to be placed on the list.
- Waiting lists will reflect realistic expectations of potential vacancies and are current for one year only.

### **Appeals**

- Appeals may be made in writing to the Principal. Appeals can only be made with regards to following due processes outlined previously. The principal will seek to resolve the matter.
- If the matter is not resolved at local level, the School Education Director will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

**Aloma Stewart**

**14 May 2015**

### **Supporting Documents**

- Enrolment of Students in Government Schools August 1997
- Our School Feeder area
- Family Law Related Issues in Schools and TAFE NSW
- Legal Bulletin 43 Enrolment of Students in Government Schools
- Legal Bulletin 40 Collection, use and disclosure of information about students with a history of violence.