



# **Dungog Public School**

## **Enrolment Policy**

**Updated June 2020**



# Dungog Public School

## Enrolment Policy



### Rationale

This school's local area is determined by the Department of Education (DoE) through a process involving consultation between Properties Directorate, the School Education Director and the Principal. In accordance with the Education Reform Act 1990 this school will seek to ensure that every eligible child will have a place at Dungog Public School if he or she chooses to enrol here. A child is defined by law as a person under the age of 18.

### Verification of Local Residency

For a student to be enrolled as a local placement, parents will be asked to provide the 100-point residential address check (see table below) for proof that they live in the local area and that the child being enrolled also lives in the local area.

Document showing the full name of the child's parent	Points
<b>1. Only one of (i.e. no additional points for additional documents)</b> 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
<b>2. Any of the following</b> 2.1 Private rental agreement for a period of at least 6 months 2.2 Centrelink payment statement showing home address 2.3 Electoral roll statement	20 each
<b>3. Any of the following documents</b> 3.1 Electricity or gas bill showing the service address* 3.2 Water bill showing the service address* 3.3 Telephone or internet bill showing the service address* 3.4 Drivers licence or government issued ID showing home address* 3.5 Home building or home contents insurance showing the service address 3.6 Motor vehicle registration or compulsory third-party insurance policy showing home address 3.7 Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.	15 each

\* up to three months old

### Local Enrolments

Parents may seek to enrol their child directly at their local public school by completing the [Application to enrol in a NSW Government school form](#). Translated enrolment forms are also available.

Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

Parents may enrol a child if they turn 5 years of age on or before 31 July in that year. Students identified as gifted and talented, who are aged 4 years or older at 31 January of the year of enrolment may only be enrolled in accordance with the Gifted and Talented policy.

### **Non-Local Enrolments**

Parents seeking to enrol their child in a school other than their local public school should contact the school to determine availability of places and selection criteria if demand exceeds availability. Non-local enrolment applications include the [Application to enrol in a NSW Government school form](#) and a non-local enrolment application form. The non-local enrolment application form is developed by the school and requires the applicant to address the selection criteria and provide supporting documentation. The primary criteria for acceptance of non-local enrolments include the availability of appropriate staff and available accommodation within the school structure. The Department of Education (DoE) states that "No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non – local placements".

### **Accommodation**

Dungog Public School has an enrolment cap of 254 mainstream students consisting of infants and primary classes. Additionally, the school has two Special Education classes. The school seeks to maintain an enrolment buffer of 12 places in order to accommodate local enrolment demands throughout the year.

### **Enrolment Panel**

This school has an enrolment panel consisting of the Principal, Assistant Principal, staff member and a community member. The Principal has the casting vote. The panel is responsible for developing and evaluating the criteria for non-local placement. The criteria will be consistent with DoE guidelines.

*Enrolment panels consider:*

- non-local enrolment applications, only where demand for non-local places exceeds the number of non-local places available, see section 9.4 (DoE General Enrolment Procedures)
- applications for unique school settings, in accordance with the specific school's assessment and placement procedures, see section 5.1. (DoE General Enrolment Procedures)

### **Criteria for Non-Local Placement**

It is the decision of the enrolment panel that if accommodation and staff are available, significant criteria (not in priority order) for non-local enrolment will be:

- Proximity and access to the school
- Safety and supervision of the student before and after school
- Medical reasons
- Commitment to learning
- Special interests and abilities
- Physical, emotional and medical needs related to a student's well being
- Cultural achievements
- Availability of subjects or combination of subjects

- Compassionate circumstances
- Structure and organisation of the school
- Siblings already enrolled at school

Please note that there is no guarantee that siblings of non-local enrolments will be accepted.

The Principal ensures that the established criteria are applied equitably to all applicants and parents are provided with an explanation of the decisions of the placement panel in writing, should they request it.

### ***Waiting List***

A waiting list for non- local applications seeking placement in Years K to 6 will be established which realistically reflects expectations of potential vacancies. Waiting lists are current for one year.

## **ENROLMENT OF STUDENTS WITH PARTICULAR NEEDS**

### ***Enrolment of Student with Special Needs***

Enrolment of students with special needs will be done in collaboration with parents the school and DoE personnel to consider the full range of options available to meet their needs. Special needs will include students with physical, emotional, intellectual and learning needs. Enrolment of students with disabilities will be considered after input from parents, school staff, DoE personnel and other professionals in accordance with the policy "Enrolment of Children with Disabilities" (Memorandum 88/107)

### ***Enrolment of Non-Australian Citizens***

All students must arrange their enrolment through DEC International

<http://www.decinternational.nsw.edu.au>

Ph. +61 2 82894777

fax +61 2 82936928

email [isc@DoE.nsw.edu.au](mailto:isc@DoE.nsw.edu.au)

Students on a Visitors/Tourist Visa may enrol for a maximum of three months.

### ***Enrolment in Distance Education***

Distance Education can be provided for students whose special circumstances prevent them from attending their census school on a regular basis. Guidelines are available from the DoE document "Distance Education: Categories and procedural Guidelines for Enrolment"

### ***Short Term Attendance***

For a variety of reasons, a student may be enrolled for a short time at school. The student will remain enrolled at their census school and the host school will send a record of attendance to the census school at the end of the stay or at the end of each term. When a student is attending a specialised program at another school such as a school for behavioural or emotional disorders or a hospital school, the student will remain enrolled at the census school.

Students are not required to enrol and are considered as short-term attendees for:

- a period less than one term, or
- a placement less than 2.5 days per week.

### **Partial Attendance**

A student may be enrolled in the census school and attend only part-time, in particular circumstances such as:

- students on behaviour trials
- students with disability involved in post-school transition planning.

### **ENROLMENT PROCEDURES**

The following procedures must be followed for all students who enrol at Dungog Public School.

- Each student who moves between government schools or institutions needs to advise the 'old' school or institution of their intention to leave.
- The student or their parent/legal guardian will then contact Dungog Public School and request an appointment regarding enrolment. The student must be accompanied by the parent /legal guardian at the appointed interview.
- Dungog Public School will then contact the 'old' school and request a transfer of the student's records.
- Student records must be provided and assessed by the Enrolment Committee or delegates thereof before the enrolment procedures can be completed.
- In some cases following the receipt of the records, it may be necessary for a further interview to take place with the Principal, before the enrolment is completed.
- A student may not attend school until the enrolment procedures are completed.

Guidelines are available from Section 14 of School Attendance: Policy and Procedures 1991 at

<http://tinyurl.com/o9akw7q>

Application to enrol in a NSW Government School can be downloaded from:

<http://www.schools.nsw.edu.au/media/downloads/gotoschool/enrolment/DoEsef.pdf>

### **STUDENTS ENROLLING ON DAY 1 OF THE SCHOOL YEAR**

#### **New Enrolments**

New students who present for enrolment on the first day of a school year without having provided the necessary background information for placement in classes will be asked to make an enrolment meeting and complete an enrolment application form and necessary background information. (Background information might include reports, external test results, welfare information and will include preliminary enrolment information from their previous government school.) Subject to this being done and all necessary information gathered, the student will be able to begin school the day after the enrolment meeting.

#### **Students who enrol from Non-Government schools or from Interstate**

- A student needs to advise the 'old' school or institution of their intention to leave and receive a transfer certificate or equivalent indication of their exit from that school or institution.
- The student/s parent/legal guardian will then contact Dungog Public School and request an appointment regarding enrolment. The student must be accompanied by the parent/legal guardian at the appointed interview.

- At the interview the student will provide copies of previous school reports for the previous 12 months. The student will also produce copies of any other information that they may feel is relevant to their application.
- Student records will be assessed by the Enrolment Committee or delegates thereof before the enrolment procedures can be completed.
- In some cases following the receipt of the records it may be necessary for a further interview to take place with the Principal, before the enrolment is completed.
- A student may not attend school until the enrolment procedures are completed.

### **KEY TO TERMS USED IN DOCUMENT**

**Local Enrolment** - A student who resides within the geographical boundary of the school.

**Non-Local Enrolment** - A student who resides outside the geographical boundaries of the school.

**Census school** is the school in which the student is enrolled.

### **Relevant Department of Education (DoE) Policy Documents**

Legal Issues Bulletin 43 -Enrolment of students in government schools

<https://education.nsw.gov.au/legal/media/documents/legal-issuesbulletins/bulletin43.pdf>

Enrolment of Students in Government Schools. A Summary and Consolidation of Policy

<https://education.nsw.gov.au/policylibrary/policies/enrolment-of-studentsin-nsw-government-schools-asummary-and-consolidation-of-policy>

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Endorsed by the Dungog Public School P&C: June 2020

Endorsed by the Dungog Public School Staff: June 2020

Written by Brianna Mowbray - Assistant Principal

Review date: June 2021

### **Further Information**

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NSW Department of Education

