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METELLA ROAD PUBLIC SCHOOL

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# Enrolment Policy

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# Policy

This policy has been developed in accordance with the Department of Education document *Enrolment of Students in NSW Government Schools*. It contains the general principles and procedures by which students will be enrolled at Metella Road Public School.

## Rationale

The government school system in New South Wales exists to provide high quality education for all students. The *Education Act 1990* outlines the objects of education and the legal requirements for compulsory schooling.

The Education Act 1990 mandates that all children must be in compulsory schooling by 6 years of age.

## Enrolment Ceiling

The school has an enrolment ceiling, based on permanent accommodation of 21 classrooms.

Places in each year will be kept open from the start of the year to ensure access for children who move into the local area during the year. The number of places will be based on historical data and predicted enrolment fluctuations. Places in this buffer are not to be offered to non-local students.

## Non-Local Enrolment

Applications for non-local enrolment may be considered using the following criteria:

1. Sibling(s) already enrolled at the school.
2. Compassionate circumstances.
3. Medical and/or student welfare needs.
4. Proximity and access to the school.
5. Safety and supervision of the student before and after school.

The criteria will be applied equitably to all applicants.

An Enrolment Panel will consider and make recommendations on all non-local enrolment applications. The panel will consist of the Deputy Principal, 1 staff member nominated by the Principal, 1 community member and 1 SASS member nominated by the Principal. In assessing applications, the panel will only consider matters presented on the application

form. Minutes and decisions from Enrolment Panel meetings will be recorded.

The enrolment panel considers non-local enrolment applications in a timely manner. In considering applications, the panel assesses only the information and supporting documentation presented in the non-local enrolment application.

## Appeals

Appeals should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved at a local level, the Director, Educational Leadership will consider the appeal and make a determination. The Director, Educational Leadership will consult with the Principal as necessary.

## Enrolment of Kindergarten Students

Children may be enrolled in Kindergarten at the beginning of the school year if they turn five years of age by 31 July of that year. Documentation providing proof of age is required prior to enrolment.

Enquiries for Kindergarten enrolment may be made during school hours. Applications for enrolment will be accepted from the commencement of Term 2 of the year prior to enrolment.

All applications for enrolment will be invited to an enrolment meeting.

All applications for enrolment will be invited to attend an information evening.

A Kindergarten Transition to School Program will be conducted each year.

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment at school. Parents have the right to not have their children immunised. However, in the event of an outbreak of a vaccine preventable disease, non-immunised children will be required to remain at home for the duration of the outbreak.