



# CUDGEGONG VALLEY PUBLIC SCHOOL ENROLMENT OF STUDENTS POLICY

**Purpose:**

The NSW Department of Education requires all schools to establish and implement an enrolment policy. This policy documents the procedures to be used to implement the *Enrolment of Students in Government Schools* policy (August 1997).

At Cudgegong Valley Public School we will provide a safe, positive and supportive environment in which the students can achieve their greatest educational potential.

**Date Implemented:**

1 October 2019

**Review date:**

April 2023

**Expectations:**

At Cudgegong Valley Public School we aim to meet the requirements of the *Enrolment of Students in Government Schools* (August 1997) policy (updated August 2019) by implementing the General Principles Governing Enrolment as follows:

- Parents may enrol their child in Kindergarten at the beginning of the school year if the child turns 5 years of age on or before 31 July in that year. The Education Act 1990 mandates that all children must be in compulsory schooling by 6 years of age.
- Parents/carers may seek to enrol their child in the school of their choice, however children are entitled to be enrolled at Cudgegong Valley Public School if their home is situated within the designated intake area. The school's local intake area is determined by the Department of Education.
- A student is enrolled when an application to enrol is certified as accepted by the principal and the student is placed on the enrolment register of a school. Enrolment should be in one school only at any given time, however a student may be in attendance at more than one school in particular circumstances.
- The school will set an enrolment buffer to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at Cudgegong Valley Public 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.
- In accordance with anti-discrimination legislation, no student will be discriminated against including on the grounds of their race, religion, gender, age, ethnicity, language background, disability, caring responsibilities, sexual orientation, transgender status and marital or domestic status, when enrolling in NSW Government schools.

**Enrolment Ceiling and Buffer:**

Cudgegong Valley Public School currently has 20 permanent classrooms. This makes the current enrolment ceiling 462 with a buffer of 20 students. As per the NSW Department of Education Enrolment Policy, places in the buffer are not to be offered to non-local students.

**Residential Address Check:**

Under the Education Act 1990, principals require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. Schools that are at or nearing their local enrolment will use the 100-point residential address check to determine the student's entitlement to enrol at the school. Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check requirements when assessing a child's entitlement to enrol at the school. If this is to occur, principals are required to seek the approval of the Director, Educational Leadership.

**Enrolment of siblings:**

Changes to a local intake area made in December 2019 might result in a family with a child/children currently enrolled and in attendance at the school as local students consequently residing outside the local intake area. These families will retain the entitlement to enrol siblings at the school. This does not apply to families with a child/children currently enrolled at the school as a non-local when the intake area was changed.

**Non-Local Applications:**

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. An Enrolment panel will consider and make recommendations on all non-local enrolment applications. This panel will consist of a classroom teacher, the P and C President and the Deputy Principal (who will chair the panel and have a casting vote). In assessing the application the panel will consider only those matters presented on the application form and not oral or other submissions. The decisions made by the placement panel will be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year. The placement panel will record all decisions and minutes of meetings will be available on request to the Director Educational Leadership.

The Deputy Principal will ensure that the established criteria are applied equitably to all applicants. Parents/carers will be provided with an explanation of the decisions of the Enrolment panel in writing. A waiting list will be established for non-local students. Parents/carers will 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 will reflect realistic expectations of potential vacancies (which are generally no more than 5 students a year). The waiting list will be current for one year commencing at the beginning of the school year. Vacancies for the following year will be offered in Term 4 to students on the waiting list. Parents/carers of students on the waiting list will be informed in writing that a new waiting list will be established for the following school year and invited to make another application in writing for non-local enrolment.

Where a parent/carer wishes to appeal against the decision of the Enrolment panel, the appeal will be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved at the 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.

**Criteria for Non-local Enrolment Applications:**

The criteria for non-local enrolment applications will be made in advance to parents who are interested in enrolling their child. The following are the criteria that will be considered by the Enrolment Panel:

- Safety and supervision considerations of students before and after school that are outside the capacity of the local school and that can be supported by relevant documentation.
- Specific student welfare needs that can be supported with appropriate supporting documentation.
- Compassionate reasons outlined by parents/carers.
- Change in residence to purchased/leased or rental accommodation (with supporting documentation).
- Specific medical needs that can only be met at the non-local location and can be supported with relevant documentation.
- Siblings already enrolled at the school.

**Responsibilities of the Principal:**

With regard to enrolment, the Principal is responsible for:

- accepting or declining applications for enrolment in accordance with the Department Of Education's policy and implementation procedures.
- preparing an enrolment policy in consultation with the P and C.
- 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 and maintaining accurate and complete enrolment data.
- advising the Director Educational Leadership of enrolment and curriculum trends in the school.
- establishing an enrolment ceiling and buffer to cater for anticipated local demand during the year.
- establishing an Enrolment panel when demand for non-local places exceeds available accommodation.
- documenting and communicating 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.

**Other Circumstances:**

Occasionally students may seek to enrol for short periods of time or attend an alternate DOE program for part of the school day. Cudgegong Valley Public School will follow the procedures in the Department of Education Enrolment Policy in these circumstances.

**Refusal to Enrol a Student:**

- In the first instance, the Principal will consider applications for non-local enrolment on the criteria for non-local enrolments as stated in the school's enrolment policy.
- Non-local applications may be declined due to lack of accommodation or because others have been given higher priority on the basis of school enrolment policy criteria.

- The Principal 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.
- Cudgegong Valley Public School has a responsibility to assess and manage any risk of harm to its staff and students.
- The current DOE application to enrol gives parents and caregivers the opportunity to provide the school with information that will help facilitate the smooth transition of students into Cudgegong Valley Public School. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of some students.
- The Principal is required to certify that the Special Circumstances and Student History of each student have been assessed. The Principal will then determine whether a Risk Assessment is required and will sign off (prior to accepting or denying the enrolment) on whether the Risk Assessment has been conducted and if necessary a Risk Management Plan and appropriate resources have been put in place.
- As well as these enhanced enrolment procedures, an email-based Request for student background information and documents enables information to be exchanged between principals concerning students who have a history of violence or other discipline issues.
- The Principal has the responsibility for the final decision. However, in some circumstances, the School Education Director may direct the Principal to enrol a student.

**Record Keeping:**

All records required by the Department of Education Enrolment Policy will be followed at Cudgegong Valley Public School.

**This Policy Complies With (DEC):**

This school is part of the Department of Education and is bound by the policy statements issued by the Department of Education, in particular those referred to on the “School Policies and Procedures” webpage under Student Administration, Enrolment.

<https://policies.education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

**Date of Review:**

December 2020