



# Colyton Public School

## Enrolment Policy and Procedures

*Reviewed: February 2019*

### ENROLMENT POLICY

Children are entitled to enrol at Colyton Public School if their home is within the designated intake areas as defined by the Department of Education. Parents/Caregivers may seek to enrol their child, even though their home is not within the designated intake areas, but must complete a Non-Local Application to Enrol form clearly stating their reasons.

No parent / caregiver will be discriminated against enrolling their children on the grounds of their sex, age, race, religion, ethnicity, disability or marital status.

Within this context the following guidelines for enrolment have been established.

1. Children living within the **local boundary** area will be enrolled in accordance with the policy of the Department of Education.
2. The **boundary** of the local area is determined by the Department of Education.
3. Applications for **non-local enrolment** will be considered by the placement panel when local enrolments have been taken and the ceiling of the school has not been reached.

#### **Non-Local Placement Panel:**

The school has a Placement Panel to consider and make recommendations on all **non-local** enrolment applications. The Placement Panel consists of:

- The Principal
- Deputy Principal - Chairperson
- Teacher involved in the Learning Support Team
- Community member.

4. Criteria for selecting **non-local applicants** will be made in the following order:

1. Sibling/s already enrolled at the school
2. Safety and supervision of the student before and after school (OOSH)
3. Proximity and access to the school
4. Compassionate reasons
5. Other reason consistent with the NSWDET Policy.

If within one of these divisions only some of the applicants can be accommodated, the date the enrolment form was received by the school will be the deciding factor with priority being given to the earlier date the application is received by the school.

Special consideration outside of these guidelines must be put in writing at the time the application form is presented to the school.

Out of area enrolment is dependent on:

- Ability of the school to accommodate the enrolment in permanent accommodation
- A vacancy being available in the year sought (A buffer of places may be reserved for possible local enrolments)
- Recommended NSWDET staffing formula.

5. **Waiting lists** will be established for non-local applicants and will remain current for that school year. Parents will be advised if their child is to be placed on a waiting list.

**Kindergarten Enrolment:**

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 the year. Documentation providing proof of age, such as birth certificate or passport, is required on enrolment. The enrolment of eligible children for Kindergarten will occur from the first week of the school year. Parents have the right of not having their children immunised, however 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.

**Enrolment of student with special needs:**

When a student with a disability presents for enrolment an appraisal of the student's educational needs will be carried out by the Placement Panel and the Learning Support Team. Appraisals will involve parents / caregivers and will entail consideration of the student's support needs in areas such as curriculum, mobility, social skills, personal care and communication. It will involve consideration of supporting documentation from medical practitioners or other health and education professionals.

Services and resources to be considered when enrolling a student with a disability into a regular class may include:

- Targeted funding, specialist teachers consulting services
- Modifications to buildings to facilitate access
- Provision of special transport service.

**Appeals:**

Where parents wish to appeal against the decision of the Placement Panel, this must be set out in writing for the consideration of the Principal. If the situation is not resolved at the local level, parents have right of appeal to Director Educational Leadership. Such appeals would only be upheld if the DET Enrolment Policy, the Colyton PS Enrolment Policy or the Criteria for Non-local Enrolment had not been applied fairly.

**Enrolment of temporary visa holders:**

The Departmental procedures and application forms are found in the document:  
**"Enrolment of Temporary Visa Holders in NSW Government Schools"**.