

Murwillumbah Public School

ENROLMENT POLICY

The following policy has been developed with reference to the DEC policy *Enrolment of Students in Government Schools*.

Rationale

Murwillumbah Public School is situated in a well-defined geographical area and shares boundaries with Murwillumbah East, Uki and Tyalgum schools. 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. Murwillumbah enrolls students who live at Murwillumbah and Bray Park area i.e. Murwillumbah address and postcode 2484. On enrolment parents need to produce evidence of their permanent address in the Murwillumbah area.

From time to time "Out of Zone" applications are received from parents living outside the Murwillumbah address who wish to have their children attend Murwillumbah Public School. To consider these applications in light of DEC guidelines and current school conditions, the following policy has been developed.

Policy

This document provides information for the community on the requirements and procedures for the enrolment of students at Murwillumbah Public School. Boundaries of Murwillumbah Public School feeder area are:

- Corner of North Arm Road and Glencoe Road
- Tyalgum road to Sharps Road
- Murwillumbah Road

Register of Enrolment

Schools must keep a register, in a form approved by the Minister, of the enrolments of all children at the school. The information will include:

- the student's name and address;
- birth date, gender and country of birth;
- parent or caregiver's details;
- the date the student enrolled at the school and the class entered; and
- the date the student leaves, or transfers from, the school.

Kindergarten Enrolment

The principal will advise the parent body and the school community of the enrolment arrangements for each year's Kindergarten intake including the policy on immunisation in Term 3 each school year.

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 that year. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment.

The enrolment of eligible children in the Kindergarten year will commence within the first week of the school year. Whilst it is the intention that children be enrolled at the beginning of the year, parents who choose to enrol eligible children after the beginning of the school year may do so, up to the end of Term 2.

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment to school. Parents have the right of not having their children immunised. However, under the act, 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.

Early Enrolment of Students Considered to be Gifted and Talented

When a student is being considered for early enrolment in Kindergarten, the school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This will be undertaken by the school counsellor and may incorporate advice from registered psychologists. Input from the student's parents will also be considered.

A review of current research reveals a consensus that, for successful outcomes, a child should be within 6 months of approved entry age.

Enrolment of Non-Australian Citizens

Non-Australian citizens will be enrolled in accordance with the procedures set out in *Enrolment of Students in*

Government Schools: A Summary and Consolidation of Policy.

Transfer Applications

Students transferring from another NSW Government school will be required to provide a relevant Student Transfer Certificate. If this is not provided the school will immediately seek such a certificate from the student's last known Government school attended.

Short Term Attendance

Students will be accepted for short term enrolment for reasons such as parents visiting the locality for a brief period or a student being involved in a special program. Short term enrolment periods will not exceed one term.

Short term enrolments must be considered in the context of other relevant sections of this document.

Refusal of Enrolment

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 learnt the appropriate skills to manage this behaviour.

Non-local Enrolments

In accordance with the requirements of the DEC the primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation. The enrolment cap tells us whether the school may or may not have the capacity to accept non local enrolments. It is not a target or limit on the number of local enrolments a school can take. No "Out of Zone" enrolments will be accepted if additional accommodation or staff is required to cater for them.

The enrolment ceiling for Murwillumbah Public School based on 16 permanent classrooms is **370**

Within the enrolment ceiling a buffer of 25 places will be reserved for local enrolments.

e.g. Enrolment Ceiling 375 less 25350

Actual Enrolment ...288

Spaces available for "out of zone"... 62

In schools that are near their local enrolment buffer, principals in receipt of an application for a non-local enrolment will inform the principal of the student's local school and seek the approval of the Director, Educational Leadership before enrolling the child.

Enrolment Panel

In the event that vacancies exist outside of the "buffer" the following criteria will be considered as relevant to "Out of Zone" applications by a placement panel consisting of:

- The Principal **OR** his nominated executive member
- Student welfare officer/ teaching staff member nominated by the Principal
- A community representative nominated by the school's parent organisation.

The panel will be chaired by the principal or their nominated executive member

The development of criteria for the enrolment of non-local students will be the responsibility of the placement panel. The criteria will be consistent with the general principles governing enrolment stated above. In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions.

Each year, when considering applications for non-local enrolments, the placement committee will consider the staffing differential for Kindergarten, Year 1 and Year 2. This may mean a variation of the enrolment ceiling.

Criteria for Non-local Enrolment Applications

All families living outside the school's drawing area, who wish to enrol their children at Murwillumbah Public School, need to apply for non-local enrolment. This includes siblings of students currently enrolled at the school. Criteria for selecting non-local enrolment applications will be documented and made available, in advance, to parents who are interested in seeking enrolment for their child as a non-local placement.

Criteria could include factors such as (criteria are not listed in a priority order)

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- special interests and abilities ie Band, Choir, Music
- compassionate circumstances
- structure and organisation of the school

The panel will ensure that the established criteria are applied equitably to all applicants. Local protocols that exist in the Murwillumbah Community of Schools among Principals will be followed at all times when wishing to enrol out of zone students. The Executive member will contact the local Principal of the school the child is zoned for and have a discussion around the parents' reasons for wanting to enrol "Out Of Zone". Parents will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

Waiting Lists

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies.

Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the principal is not on the enrolment panel, the principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership.

The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.

Ratification

Ratified by the school executive: September 2019

Ratified by the teaching staff: September 2019

Ratified by the P&C/community: September 2019

Next review date: September 2020

Les Daley
Principal