

BILAMBIL PUBLIC SCHOOL ENROLMENT GUIDELINES

Bilambil Public School's ("BPS" or "the School") enrolment guidelines are based on New South Wales Department of Education and Training guidance set out in *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*.

General Principles

In New South Wales children between the ages of six and fifteen must be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling.

The general principles governing the enrolment of students at public schools include the following:

- A student should be enrolled in one school only at any given time.
- 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.
- Parents may seek to enrol their child in the school of their choice.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

In the context of the above principles no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Local Area Enrolments

As with all public schools, BPS has a specified enrolment capacity or cap which is based on the level of available permanent accommodation existing at the School. At present, the School's enrolment cap is 300 students.

Within the enrolment cap, a buffer is maintained to accommodate local students arriving throughout the year. The size of the buffer is based on historical data, on enrolment fluctuations and on assessment of trends regarding the number of families moving into or out of the area. Currently, the School allows for a buffer of 16 students (4 per stage). Places in this buffer are not available for the enrolment of non-local students.

A map showing the boundaries of Bilambil PS's designated local intake area may be viewed at the school or through the online 'School Intake Zone Enquiry' tool on the NSW Department of Education staff portal.

Children living within our school's local area will be enrolled in accordance with the policies of the NSW Department of Education and Training. A copy of the Enrolment Application for NSW Public Schools is available from our school administration office, the school or departmental website.

As part of the Enrolment Application you will be required to provide original documentary evidence showing your place of residence within the school's local area boundaries. A 100-point residential address check will be used if the school is close to or above the buffer.

Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

Non-Local Enrolment Applications

Principles and Criteria

Enrolment applications for children living outside the School's designated local intake area will only be considered when there are places available in the School over the likely local area enrolments and allowing for the required buffer to accommodate local students arriving throughout the year.

The criteria for selecting amongst non-local enrolment applications include the following factors (not listed in any priority order):

- Availability of appropriate staff and permanent classroom accommodation;
- Proximity and access to the School;
- Siblings already enrolled at the School;
- Parent works within the School's designated local intake area;
- Medical reasons;
- Safety and supervision of the student before and after school;
- Availability of subjects or combinations of subjects;
- Special interests and abilities compatible with the School's educational philosophies and programs;
- Compassionate circumstances;
- Appropriate past behaviour compatible with the School's core values and policies with regard to discipline and other issues;
- Student welfare needs; and
- Structure and organisation of the School.

Criteria will be applied equitably to all applicants.

Enrolment applications for children living outside the School's designated local intake area are considered by a Placement Panel which makes recommendations of all non-local enrolment applications. The panel includes a staff member (other than the principal), a School community member nominated by the School's Parents and Citizens' Association and the School Principal. The panel is chaired by the School Principal, who has a casting vote. 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.

Waiting Lists

Where non-local enrolment applications exceed available places, applicants not accepted for enrolment will be placed on a waiting list. The Placement Panel, not in order of acceptance, will determine the order of students on the waiting list.

Waiting lists are current for one year.

Appeals

Where a parent wishes to appeal against the decision of the Placement Panel, the appeal should 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 director in charge of Tweed schools will consider the appeal and make a determination.

Appeals should only be made if the applicant believes that the stated school enrolment criteria have been applied fairly.

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 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 commences 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.

After the end of Term 2, only students on transfer and children reaching the statutory age of six years will be enrolled in Kindergarten.

Parents are required to provide documented evidence of a child's immunisation status on enrolment.

Parents have the right of not having their children immunised. However, in accordance with applicable legislation and New South Wales Department of Education and Training policies, 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 Gifted and Talented Students

Schools have a responsibility to provide a range of opportunities for their gifted and talented students.

The Principal may decide that early entry to school of a student who is intellectually gifted and talented is appropriate to meet the student's educational, social and emotional needs.

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.

It should be noted that 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 Students with Special Needs

Enrolment applications for students with special needs will be considered within the context of the School's capacity to meet those needs, specifically through:

- Availability of funding, specialist teachers and consultancy services;

- Modification of buildings and/or facilities;
- Provision of specialised equipment; and
- Access to special transport services.

The decision to enroll a student with a disability, and with what level of support, will depend on a number of factors including the student's educational needs and the capacity of the School to provide the above support services and the availability of appropriate support services in alternative locations.

An appraisal of the student's needs will be carried out by the Principal, in consultation with parents and caregivers, the school counsellor, relevant district special education support staff and other educational, health or medical professionals as determined appropriate. Appropriate risk management, personalized learning plans or health care plans will need to be actioned prior to the child being eligible to begin attend school.

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, or behaviour not consistent with the School's core values, if there is evidence that the student has not learnt the appropriate skills to manage this behaviour.

Further Information

Further information regarding policies and procedures applicable to the enrolment of children in government school are set out in *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy* available through the "Our Policies" section of the New South Wales Department of Education and Training's web site <https://www.det.nsw.edu.au/>.