Carrington Public School
Enrolment Policy

As of 23/6/15

Carrington Public School aims to provide high quality education for all students. This enrolment policy outlines the procedures for local and non-local enrolment.

Rationale
Parents may seek to enrol children at the school of their choice; however, schools must ensure that every eligible local child has a place at their local school if required.

Enrolments
We can help you with your enrolment enquiries anytime throughout the year.

Starting school
Your child can start Kindergarten at the beginning of the school year if they turn five on or before 31 July in that year. By law, all children must be enrolled in school by their sixth birthday.

Because students start new work in their new class at the beginning of the school year, it would be an advantage for your child both socially and educationally, to start school as soon as possible in the New Year.

Applying to enrol in primary school
If your child is currently enrolled in a NSW public school, contact us to discuss the enrolment procedures and obtain the necessary paperwork.

If your child is coming from a non-government school, contact us to make an appointment to discuss your child's potential enrolment.

If your child has a temporary visa or visitor visa you will first need to apply to enrol by contacting the temporary residents program who will give you forms to bring to the school.

General Principles Governing Enrolment:
- Children are entitled to be enrolled at the public school that is designated for their intake area.
- Parents may seek to enrol their child in the school of their choice.
- Local school areas are determined by DOE.
- Schools are required to set an enrolment buffer to cater for anticipated local demand.
- Schools are required to have a written policy that states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the appropriate staff and permanent classroom accommodation.

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• No person will be discriminated against in enrolment on the grounds of his or her sex, age, race, religion, ethnicity, disability, sexual preference or marital status.
• A student is considered to be enrolled when he/she is placed on the admission register of the school.
• A student should be enrolled at one school at a time.

Enrolment appointments

For your appointment, if your child has not been previously enrolled in a NSW public school, you will need to bring these documents with you:

• your child's birth certificate or identity documents
• proof of student's address - originals of different documents such as your council rates notice or residential lease and electricity bill
• Immunisation history statement based on the Australian Childhood Immunisation Register (ACIR)
• family law or other relevant court orders (if applicable).

If your child is not a permanent resident you will also need to provide:

• passport or travel documents
• current visa and previous visas (if applicable).
• An Authority To Enrol certificate issued by the Temporary Residents Unit

For children already enrolled in a NSW public school we only require:

• proof of student's address - originals of different documents such as your council rates notice or residential lease and electricity bill
• family law or other relevant court orders (if applicable).

It's important that you tell the principal if your child has any special circumstances, allergies, health or medical conditions, before your child starts school.

After your appointment with us, you may be asked to complete an application to enrol in a NSW public school form [English PDF 1.16MB] and return it to us. We will notify you of the result of your application. Please note that this form must be completed in English. Help is available for parents who do not read English. There are also translations of the enrolment application which may help you fill out the form in English.

Enrolment Buffer and Ceilings

A buffer will be determined to accommodate local students arriving throughout the year. The buffer will be based on 4 permanent classrooms which would allow the enrolment ceiling to stand at 104 students. The size of the buffer is to be based on historical data, enrolment fluctuations and the number of families moving in or out of the area.

The enrolment ceiling for:
Kinder is 20 students per class
Year 1 is 22 students per class
Year 2 is 24 students per class
Years 3-6 is 30 students per class.
A buffer of 6 places will be kept to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students.

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Therefore, once enrolments reach 98, enrolment will not be offered to non-locals.

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements.

**Placement Panel**

If demand for non-local places exceeds availability, the school will establish a placement panel to consider applications. The panel will include the Principal, a member of staff and a member of the school community nominated by the P&C Association.

In assessing applications for individual cases, the panel will consider only those matters presented on the application form. The decisions made by the placement panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year. All minutes of the panel will be recorded and are made on request by the School Education Director.

**Criteria for Non-local Enrolment Application**

- Proximity and access to school
- Siblings already enrolled at the school
- Medical reasons
- Safety and supervision of students before and after school
- Special interests and abilities
- Compassionate circumstances
- Where an applicant has compassionate circumstances such as family separation, foster care, crisis residence, the panel will consider the application.
- Availability of travel arrangements

An application to enrol will be considered by the panel in the event transport to and from school meets the safety needs of the applicant. This includes time of arrival at school, pick up time from the school and pick up and arrival times to and from home. Applications will also be considered for students who have parents / caregivers who work close to the school and are able to drop their child at school and pick their child up at the assigned school times.

**Waiting List**

Waiting lists may be established. Parents will be advised if their child is placed on a waiting list.

**Appeals**

Appeals need to be made in writing to the Principal. If the issue is not resolved at local level, the Director, NSW Public Schools will consider the appeal.

**Enrolment of Students with Special Needs**

If you are planning on enrolling a student with special needs, it is advisable that you make an appointment with the school two years prior to the child commencing school. This will enable the parent to make an informed decision about the best enrolment for the student and also allow the school to organise any accommodations.
to facilities that may be required. Students with a disability may also be granted an exemption to commence school after they turn 6. The Department of Education and Community provides a range of services and resources to support the education of students with disabilities.

These include
- Targeted funding specialist teachers and consultancy services to support students enrolled in regular classes
- Special schools within regular schools
- Special schools
- Modifications to buildings to facilitate access
- Provision of specialised equipment and technology
- Special transport services.

The decision of where to enrol a student with a disability, and with what level of support, will depend on a number of factors, including the student’s educational needs, the expressed desires of the parent and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations. Requests for enrolment in special classes or special schools are considered by the district placement panel. The Special Education Handbook for Schools contains descriptions of services available, eligibility criteria for access to services and procedures to be adopted in enrolling students with disabilities.

**Enrolment of Non-Australian Citizens**
Education is compulsory for non-Australian citizens between the ages of 6 and 17. Non-Australian citizens must hold a valid visa.

**Short Term and Part Time Attendance of Students**
The school that a student attends part time (not more than a term) will keep an attendance record and notify the home school at the end of the stay.

**Refusal of Enrolment**
Principals 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 the behaviour.

**Reference**
The information contained in the school policy is consistent with the guidelines outlined in the NSW Department of Education and Communities (DEC) policy, Enrolment of Students in Government Schools 1997.

**Review**
The policy will be reviewed by the school community, staff and Principal each year.