

# HAMBLEDON PUBLIC SCHOOL



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## Enrolment Policy

**Departmental Policy References:** *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*. It contains the general principles and procedures by which students will be enrolled at Hambleton Public School.

### Rationale

Parents may seek to enrol their 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.

A student should be enrolled in one school only at any given time and is considered to be enrolled when placed on the admission register (ERN).

### Aims of the Program

- Every parent will enrol their children in the school of their choice where practicable.
- Every child must have a place in his/her local school if required.
- Public schools will not enrol children from another local public school without contacting the other principal, referring them back to the previous school.

### Definitions:

**Ceiling:** Hambleton Public School has 25 classrooms, including 7 demountables

**Census:** The census is that return of enrolment numbers, which is sent in at the beginning of each year from which staffing numbers are allocated, and class structure determined.

**Buffer:** The buffer is to allow sufficient places for local families to enrol in Hambleton Public School.

**Local Enrolment:** Children living within the drawing area of Hambleton

### Procedure:

#### Enrolment Ceiling

The school's enrolment ceiling at this time is dictated by the Staffing Formula, and will be in the range of 629 - 640 students for 25 classes. An actual calculation will be made at the end of September each year when considering new enrolments for the following year, and then it will be recalculated when necessary.

#### Class Sizes

In accordance with the staffing formula and the policy of the NSW Teachers' Federation, approved class sizes will be within the following limits:

Kindergarten: 20 students  
Year 1: 22 students

Year 2: 24 Students  
Years 3 – 6: 30 students

Please note: There are times these limits are not followed due to individual grade and whole school needs.

## **Enrolment Buffer**

It is considered that a buffer of TWO places per class (7%) is sufficient for local enrolments where possible. When classes are being formed at the end of the year, the staffing formula will be calculated with current students and any non-local students for whom an enrolment application form has been received. If the staffing result leaves a buffer of at least 50 students (25 classes X 2 students) then those non-local students can be accepted. The buffer at this time is therefore applied to the total enrolment K-6, and classes will then be formed with all of those students. Designated date for this process is 30 November.

Once classes have been formed, the buffer will apply on a class basis. This means that from the date of forming classes no non-local students will be accepted once the number of students in a given class has reached the class size as above less two places for local area residents. In the case of composites, the ceiling for the lower of the scholastic years in the class will be applied.

## **Non - Local Area Placement Panel**

The Non-Local Placement panel consists of;

- Principal
- Staff Representative
- Parent Representative
- The Non-Local Placement panel meets during Term 4 each year to consider the:
- Enrolment Policy
- Enrolment relating to the new Kindergarten intake

The Non-Local Placement panel meetings may be called if and when necessary during the year to consider specific application/s that may not meet the current policy guidelines.

## **Criteria for Non-Local Enrolment**

When enrolment vacancies exist, Non-Local Placements may be made for children whose Parent(s)/carer(s) cite any of the following reasons:

- Sibling presently enrolled at Hambledon Public School
- Parent works near our school area
- Supervision of the child before and after school by a relative who lives locally
- Travel arrangements
- Special needs
- Other reasons consistent with NSW DoE policy
- Extenuating circumstances

The Principal considers each enrolment vacancy based on reasons stated on the Non-Local Placement Application Form.

Out of area enrolment is dependent on:

- Ability of the school to accommodate the enrolment in permanent accommodation
- A vacancy being available in the grade sought (a buffer of 10% of places will be reserved for possible 'local' enrolments throughout the year.)
- Recommended NSW DoE staffing formula

## **Special Placement**

Special placement may be considered on the recommendation of the Principal of the child's present school.

## **Waiting Lists for Applicants for Non-Local Enrolment**

Where non-local enrolment applicants exceed available places, prospective students 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.

## **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, it may be referred to the Director of Schools the Hills to determine if the stated criteria have been fairly applied.

## **Enrolment of Kindergarten Students**

Children may be enrolled in Kindergarten at the beginning of the school year if they turn five years of age by 31 July of that year. Documentation providing proof of age is required.

Enquiries for kindergarten enrolment may be made during school hours. Applications for enrolment will be accepted from the commencement of Term 1 of the year prior to enrolment.

The *Public Health (Amendment) Act 1992* requires parents to provide documented evidence of a child's immunization status on enrolment at school. Parents have the right of not having their children immunised. However, in the event of an outbreak of a vaccine preventable disease, non-immunized children will be required to remain at home for the duration of the outbreak.

In order to assist in the transition from preschool to school, a variation to the out of area procedures will apply.

All applications for in area families will be accepted. Out of area applicants are placed on a waiting list to the side until definite numbers of in area applicants are determined. Once the enrolment numbers of in area applicants are known the placement panel meet to determine the number of out of area applicants to be accepted allowing all local area students room to apply. During September, the out of area placement panel will review the waiting list to determine placement positions offered based on the non local placement criteria.

## **Early Enrolment of Students who are 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 Students with Special needs**

An appraisal of the student's needs will be carried out by the principal or deputy principal, in consultation with parents and caregivers, the school counsellor, relevant special education support staff and other educational, health or medical professionals as determined appropriate.

Information important for the enrolment process:

- Address the needs of a student with a disability and;
- Relevant reports from external professionals

## **Enrolment of Students with Anaphylaxis**

On enrolment, parents should supply the school with as much information as possible regarding their child's condition. For a severe anaphylactic, this should include an action plan supplied by a doctor.

Parents should also notify the teacher on first meeting them.

Where necessary, parents will supply all medication and prescribed "Auto injector" to be kept at the school. This remains in the secure area of the office. Individual arrangements may be made with the teacher if applicable. Teachers and office staff will be fully aware of students who have severe allergies. Action plans will be visibly displayed for office staff to refer to in an emergency.

## **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.

The principal has the delegated authority to refuse the enrolment of any out of area, international and age inappropriate student.

## **Ratification**

This Policy has been developed in conjunction with the school community, staff and Judy McEwen Principal, 2016

Revised February 2016

Ratified by Hambledon P&C Meeting, March 2016