

Wattawa Heights Public School



Enrolment Policy



Students will be enrolled at Watatwa Heights Public School in accordance with the Department of Education enrolment policy, Enrolment of Students in NSW Government Schools, effective 22 July 2019 available at (<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools?refid=285776>) and the General Enrolment Procedures available at (<https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>).

Residential Address Check

Prior to enrolment, under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school.

Enrolment Cap

An enrolment cap for a school is established centrally, based on available permanent accommodation. Wattawa Heights Public School at all times attempts to maintain the enrolment cap in each grade so that student/teacher ratios are at a level that is most beneficial for effective teaching and learning. The Department of Education (DoE) Class Size Reduction Program has resulted in averages across the state of:

- 20 students per class in Kindergarten,
- 22 students per class in Year 1,
- 24 students per class in Year 2 and
- 30 students per class in Years 3-6.

Enrolment Buffer

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. The size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area. The size of the local enrolment buffer is set locally by the principal and approved by the Director, Educational Leadership. To this end a buffer of 14 students is maintained in order to accommodate local students arriving throughout the year.

Enrolment of Local Students

Children living within the **local area** will be enrolled in accordance with the policies of the NSW Department of Education (DoE). Parents must provide documentary evidence of their place of residence within the school boundary. This evidence can be in the form of a rent or lease agreement, council rates or utilities account.

Students enrolling in Kindergarten require proof of age (birth certificate/passport). The standard enrolment form needs to be completed prior to enrolment. Students may enrol if they turn five by 31st July in that year.

For students transferring from other schools, a ghosted enrolment form or the standard enrolment form can be completed. The Principal will check the enrolment form and seek support from the executive prior to assigning a class. Discussions with parents will seek to clarify areas of strength/areas of concern. Numbers in classes will also be a factor in placement.

Applications for non-local enrolment

This will be considered only when there are places available in the school and the enrolment does not create the need for a demountable classroom (Department of Education Policy). Contact will be made with all non-local applicants to obtain further information, if required.

Enrolment Panel

The principal establishes an enrolment panel to interview the applicant, consider the application and associated documentation. The Panel, where possible will consist of: an Assistant Principal (who is the convener), a member of staff and a parent representative. The panel will consider all applications for non-local enrolment when places are available in the school. The principal will determine the most equitable method of assessing enrolment applications in partnership with the Director, Educational Leadership. Parents are notified if their application has been successful or not.

Criteria for selecting amongst non-local enrolment applications

The following criteria is applied equitably to all applicants

- siblings already enrolled at the school,
- proximity and access to the school
- safety and supervision of the student before and after school and
- compassionate/special circumstances
- children of staff members

Waiting List

A waiting list may be established if the demand for non-local places exceeds the available spaces (including the buffer).

Parents will be advised in writing if their child is to be placed on a waiting list, which is current for one year.

Appeals

Where a parent wishes to appeal against the decision of the Enrolment Panel, the appeal should be made in writing to the Principal who will seek to resolve the matter at the local level.

Further appeal rights are directed to the Director, Educational Leadership who will make a determination. The determination will be based on whether or not the stated criteria have been applied fairly.

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.

Wattawa Heights Public School community acknowledges that enrolment in NSW government schools is the right of every child. At all times, we will accommodate students, given appropriate support.



Application for Non-Local Primary School Enrolment

A: STUDENT INFORMATION

Family Name _____	Date of Birth ____ / ____ / ____
Given Names _____	Male <input type="radio"/> Female <input type="radio"/> (tick one)
Address _____	Home Ph: _____
_____ Post Code _____	Work Ph: _____
Parent / Carer's Name _____	Mobile: _____
Current School _____	Relationship to student _____
	Current Grade (K-6) _____

B: NON-LOCAL PLACEMENT REQUEST

School applied for ___ Wattawa Heights Public School _____ Year / Grade _____

Proposed date of enrolment _____

REASONS FOR APPLICATION

(Attach any further information that you feel may be relevant)

I have also applied for enrolment at the following non-local school _____

and at my local school _____.

Parent / Carer's Signature _____ Date _____