



Deniliquin North Public school ENROLMENT POLICY

(Reviewed 11/07)

The enrolment policy for Deniliquin North Public School is in keeping with the requirements outlined in *Enrolments of Students in Government Schools: A Summary and Consolidation of Policy (August 1997)*. This document will be used for more specific details related to various categories of enrolments in NSW government schools.

General Principles

- All children who are eligible to attend a Government school are welcome to attend our school.
- A child who is less than the minimum age of entry but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- Our Principal or delegate will contact Principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The Principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.
- Students will be allocated to classes according to a combination of class size and student need.
- Students who do not reside in the intake area for Deniliquin North Public School may enrol if there are vacancies in the appropriate grade level.

Enrolment of Students

- On enrolment of students, parents or care-givers are required to complete an enrolment form.
- A transfer form is required if moving from another government school in New South Wales.
- A medical information form for each student needs to be completed on enrolment.

Enrolment Ceiling

- An enrolment ceiling will be established each year. This is in line with the Department of Education and Training Policy, 1997. If there are 2 or less vacancies of any class level,(according to this ceiling) any non-local application will be rejected. The Department ceilings for the Stage One classes are K-20, Year 1 - 22, Year 2 - 24, Years 3-6 is 30. For classes consisting of 3 or more grades the ceiling will be assessed and set by the Principal, but is likely to be 4 or 5 less than the above DET ceilings.

Applications for Non-Local Enrolment Applications

- These may be made at any time during the year.
- Non-local enrolment applications will only be considered if the buffer/ceiling has not been exceeded.
- Parents may place their child (ren)'s name (s) on a waiting list, which will be considered by a panel consisting of the Principal, a teacher and a member of the school community nominated by the P & C. Criteria for consideration may include:
 - Proximity to the school
 - Siblings already enrolled at the school
 - Medical reasons
 - Safety and provision for supervision before and after school
 - Compassionate circumstances
 - Student history of violence
- Parents making non-local enrolment applications will be notified in writing before the end of the school year if their application has been successful.

A parent may appeal a decision and a resolution will be sought. If a resolution cannot be made the matter will be referred to the district superintendent.

Enrolment in Kindergarten Classes

- Children may enrol at a government school if they turn five by 31st July in that year.
- Students may enrol at any time until the end of term two.
- Proof of age must be supplied before enrolment can be approved.
- If appropriate the advantages and disadvantages of enrolment before children are five years of age will be discussed with parents or care-givers prior to enrolment.
- Accurately completed enrolment forms are required before students are enrolled.
- Details of student's immunisation records are required before students are enrolled.

Enrolment of Students with Special Needs

- An appraisal of a student with special needs is required prior to an enrolment decision being made.
- Application will be made for integration funding to support the educational needs of a student with an identified disability.
- Prior to enrolment of a student with a disability the school must be confident that it can adequately cater for the specific needs of the student.
- The student services personnel at the District Office will be consulted to assist in the enrolment of a student with special needs.
- The school will work in a collaborative way with the family and other relevant personnel to facilitate the transition to school of a student with special needs.

Short Term and Part-time Attendance of Students

- Students can be enrolled on a short term basis for no more than one term (for the criteria on non local enrolments see 'Enrolment Ceiling')
- During a short term enrolment at school a student is maintained on a home class roll with a note to the effect that the student is attending another school.
- A record of a student's attendance is maintained and sent to the home school on return.

Early Entry and Acceleration

The responsibility for deciding when the early entry to school of students who are intellectually gifted is appropriate, lies with the school principal. The responsibility for accelerated progression similarly lies with the principal.

Early entry and accelerated applications will be considered...

- After evaluation has been carried out by appropriate personnel
- in consultation with parents/caregivers, principal, staff involved, district personnel
- if required support is available to the receiving teacher

DENILIQVIN NORTH PUBLIC SCHOOL

ENROLMENT POLICY

APPLICATION FOR NON LOCAL ENROLMENT

Name of Student (s)

Surname: _____ First Name: _____ Age: _____ Class Year: _____
Surname: _____ First Name: _____ Age: _____ Class Year: _____
Surname: _____ First Name: _____ Age: _____ Class Year: _____
Surname: _____ First Name: _____ Age: _____ Class Year: _____

Address: _____ **Postal:** _____

School Attending: _____

Reasons for seeking enrolment at Deniliquin North Public School

Signed: _____ **Date:** _____