



## CULBURRA PUBLIC SCHOOL

# Culburra Public School Enrolment Policy



**(Snapshot taken from Zone Intake Inquiry)**

This policy is drawn from departmental Guidelines Enrolment of Schools in Government Schools August 1997.

### General Principles Governing Enrolment

- A student is considered to be enrolled when an enrolment form has been completed by one or both parents or caregivers, the name is placed on the OASIS system and the student presents for enrolment.
- A student can only be enrolled in one school at any given time.
- Children are entitled to be enrolled at the public school that is the zoned designated area for their residence.
- Parents may seek enrolment at the school of their choice.
- The requirements of Occupational Health and Safety will be considered before any student is enrolled into the school.
- The school local area is determined by the Department of Education and Training and can be located on the DET portal under 'my applications', section s 'school intake zone enquiry'.
- 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 the local school if they choose 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 the acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- The policy and criteria should be expressed in plain English and community languages, where necessary. It should be made clear what consideration will be given to each criteria.

### Kindergarten Enrolment

The Principal will advise the school community of the enrolment arrangements. Children may enrol in Kindergarten at the beginning of the school year if they turn 5 years of age on or before 31<sup>st</sup> July in that year. Documentation providing proof of age, such as a birth certificate or passport, is required prior to enrolment. The enrolment of eligible children in Kindergarten is to commence within the first week of the school year. The Public Health Act (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment. Parents have the right of not having their children immunised. However, under the Public Health Act (Amendment) Act 1992, 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 Enrolments of Students who are Gifted and Talented.

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 considered for early entry to Kindergarten, the school should carry out a comprehensive evaluation of intellectual functioning, academic skills and socio-emotional adjustment. This should be undertaken by the school counsellor or a registered psychologist. Those considering early enrolment may note that a review of research reveals a consensus that, for successful outcomes, a child should be within 6 months of the approved entry age. (Guidelines for Accelerated Progression, Board of Studies, NSW 1991.)

### Non-Local Enrolment

1. The school will maintain a buffer zone of 8 to 10 places below the number that would create the need for additional accommodation.
2. The school will consider non-local enrolments that will maintain the least number of combined classes.
3. Priority for acceptance of non-local enrolments will be:
  - Kindergarten enrolments with priority given to siblings of children already attending Culburra Public School.
  - Child care arrangements where a carer has children attending Culburra Public School.
  - Child care arrangements where the child will be attending a child care facility that drops off and picks up children to and from Culburra Public School.
  - General applications received throughout the year that meet the criteria as per the Non-local Primary School Placement Information for Parents form.
4. Non-local enrolment offers will be made after an interview with the child, parent and the school's Non-Local Enrolment committee comprising the Principal (Convenor) a staff member and parent representative nominated by the P & C Association.
5. Offers of non-local enrolment will be made by letter requiring the parent to notify the school of acceptance or decline within 7 days.
6. Acceptance of a non-local application will only be done after consultation with the Principal of the school designated as the child's local school.
7. Unsuccessful non-local applicants will be placed on a waiting list and advised in writing if a place becomes available.

8. Where a parent wishes to appeal the decision of the Non-local Committee, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved the District Superintendent will consider the appeal and make a determination. The District Superintendent will consult with the relevant Principals as necessary.

#### Short Term Attendance

Where a student enrolled at another school needs to attend Culburra Public School for a short period of time the student will be regarded as short term attendance. The minimum period for this is 10 school days. These students will not be entered on the register of Culburra Public School. The home school should maintain the student's name on the attendance register with information of attendance provided by Culburra Public School at the end of the stay, or the end of each term.

Melissa J. Day,  
Principal.  
December 2014

# Application For NON LOCAL PRIMARY SCHOOL ENROLMENT

## **A: STUDENT INFORMATION**

Family Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Given Names \_\_\_\_\_

Male ☐

Female ☐

Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Relationship \_\_\_\_\_

Present School \_\_\_\_\_

Present Year \_\_\_\_\_

## **B: NON-LOCAL SCHOOL PLACEMENT REQUEST**

School applied for \_\_\_\_\_ Year \_\_\_\_\_

Proposed date of enrolment \_\_\_\_\_

REASONS FOR APPLICATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

I have also applied for the following non-local school  
\_\_\_\_\_

and at my local school. \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SCHOOL USE ONLY**

Date received \_\_\_\_\_

Place available \_\_\_\_\_

Parent advised on \_\_\_\_\_

Notes  
\_\_\_\_\_  
\_\_\_\_\_