



# *Raymond Terrace Public School*

*Quality Education Today, for Tomorrow,  
in a Caring Environment.*

## **Enrolment Policy**

**UPDATED:** May, 2019

### **RELEVANT DOCUMENTS:**

- The principles and requirements established in *Enrolment of Students in Government Schools*
- *The Education Reform Act 1990*
- *Legal Issues Bulletin No. 43*
- The shared vision, values and beliefs of the Port Stephens Public School community.

### **RATIONALE**

Parents may seek to enroll their child at the school of their choice; however schools must ensure that every eligible local child has a place at their local school if required. This policy outlines the procedures for local and non-local enrolments at Raymond Terrace Public School. All students who apply for enrolment are treated in a fair and equitable manner according to the Department of Education procedures.

### **GENERAL PRINCIPLES GOVERNING ENROLMENT**

- Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's place of residence is situated and that the child is eligible to attend. These enrolments are called local enrolments.
- Parents may seek to enroll their child in the school of their choice.
- School local areas are determined by the Department of Education through a process involving consultation between relevant parties.
- A student is considered to be enrolled when he or she is placed on the admission register of the school.
- A student should be enrolled in one school only at any given time.
- 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 his or her local school if he or she chooses to attend.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- No person is discriminated in enrolment on the grounds of sex, age, race, religion, ethnicity, disability, sexual preference or marital status.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

## **ENROLMENT CEILING**

Each year the school will establish an enrolment ceiling, which is based on available permanent accommodation. Raymond Terrace Public School has 17 permanent classrooms (plus 3 of which are occupied by our Support Unit) allowing for an enrolment ceiling of 438 students. Staffing entitlement is established by the number of enrolments at the commencement of each school year. Non-local enrolments will only be considered after the commencement of the school year if they do not generate the need for additional staff or cause disruption to school organisation, even where spare accommodation exists.

## **BUFFER**

A buffer of 28 places has been determined to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students. Therefore, once enrolments reach 410, enrolment will not be offered to non-locals.

## **LOCAL ENROLMENTS**

Parents or caregivers living in the local area who are seeking to enroll their children at Raymond Terrace Public School should contact the school for an appointment. Students will not necessarily be enrolled on that day as the school requires time to gather valuable information that will assist in placing students where their needs are best catered for. The designated intake areas for public schools in NSW can be found on the website of the Department of Education at <https://education.nsw.gov.au/school-finder> . In addition, a map is provided later in this policy.

## **PROOF OF RESIDENCE**

The Principal can seek any information they consider to be of assistance in determining an address. Such evidence may include council rate notices, accounts for water, electricity or telephone, lease documents or electoral enrolment confirmation. If a person claims that they are living with someone with no formal lease arrangements, the Principal can request a statutory declaration.

## **NON-LOCAL ENROLMENTS**

All parents may seek to enroll their children at Raymond Terrace Public School. A parent or caregiver seeking non-local enrolment will need to complete a non-local enrolment application form and arrange an interview with the Principal.

If there are no places available for non-local enrolments, based on permanent accommodation, enrolments, enrolment ceiling and buffer, enrolment will not be able to proceed reflecting Department of Education policy. In this case, the application form can be completed and submitted, and may be activated if places become available during the year.

Application for enrolment may also be declined if placement generates additional staffing or creates disruption to school routines or organisation. The Principal will consider historical enrolment patterns, projected figures and the available accommodation before considering non-local applications.

Siblings of students who move out of the school's intake area are not guaranteed an enrolment at Raymond Terrace Public School. Acceptance into kindergarten does not guarantee future placements for siblings, nor does it guarantee future high school placements in the partner high school.

### **PLACEMENT PANEL**

Where demand for non-local places exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel will include a staff member, other than the principal, and one school community member elected by the P&C as a P&C representative. The panel will be chaired by the principal who will have a casting vote.

### **CRITERIA FOR NON-LOCAL ENROLMENT**

All criteria are considered. Meeting one or two of the criteria does not guarantee placement.

- The enrolment ceiling and buffer of the school.
- Proximity and access to the school.
- Siblings already enrolled at the school.
- Safety and supervision of the student before and after school.
- Compassionate circumstances – reports from previous school will be assessed and/or current issues resolved.
- Medical reasons.

### **APPEALS**

If a parent wishes to appeal the decision of the placement panel it should be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved at school level it will be referred to the Director, Educational Leadership who will consider the appeal and make a determination.

### **ENROLMENT OF STUDENTS WITH SPECIAL LEARNING NEEDS**

For students seeking enrolment in a regular class at Raymond Terrace Public School, a Learning Support Team meeting will review the needs of the student. Enrolment will proceed, if, as a result of the review process, the learning support team reaches consensus that the student's educational needs can be effectively met in a mainstream class. If the consensus of the Learning Support Team is that the level of support required, or the specialist nature of that support necessitates alternative enrolment options (such as a support class or a special school) being considered, the Principal will liaise with the Regional Learning and Engagement Officer. Department of Education support staff will work with the Principal, parents or carers, and other relevant personnel to determine the most appropriate option to meet the student's learning needs and to arrange access to services as required.

### **ENROLMENT OF NON-AUSTRALIAN CITIZENS**

Non-Australian students must hold a visa and may be enrolled under the conditions set out in the booklet:

*Conditions for Enrolment of Non-Australian Citizens in NSW Government Schools.*

- Temporary students may be enrolled for periods specified on their visa.
- International students studying in NSW may enroll their school aged dependents.
- Students on a Visitor's Visa may enroll for a maximum of three months, but must arrange their enrolment through the International Students Program.

## **KINDERGARTEN ENROLMENT**

Enrolment for Kindergarten is advertised and open week one of Term 2 each year for the following year. Applications are available from the school office and should be accompanied by a birth certificate, proof of residence and immunization details. Four Orientation days are held during 3<sup>rd</sup> and 4<sup>th</sup> terms.

## **REFUSAL OF ENROLMENT**

The Principal may refuse enrolment of a student who is under suspension from another school or on the grounds of previously documented violent behaviour until appropriate risk management procedures have been put in place.

## **POLICY REVIEW**

This policy will be reviewed annually and also as needed based on any changes in enrolments patterns or permanent accommodation.

## **DESIGNATED INTAKE AREA MAP – RAYMOND TERRACE PUBLIC SCHOOL – as at May 2019**

From <https://education.nsw.gov.au/school-finder>

