



KINGS LANGLEY PUBLIC SCHOOL

ENDEAVOUR TO BE A RESPECTFUL, RESILIENT LEARNER

Kings Langley Public School Enrolment Policy



Date of Writing	September 2019
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Rationale

The government school system in New South Wales exists to provide high quality education for all students. The Education Reform Act 1990 outlines the objectives of education and the legal requirements for compulsory schooling. In brief, the legislation requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided, or to be registered for home-schooling. It is the duty of the parents or carer of the student to ensure that these obligations are fulfilled.

Guidelines

- A student is considered to be enrolled when an application to enrol is certified as accepted by the Principal and the student is placed on the enrolment register of a school.
- A student should be enrolled in one school only at any given time.
- Parents may apply to enrol their child at any school, however are entitled to enrol their child at the local school within the designated intake area which the child is eligible to attend.
- School local areas are determined by the Department of School Education through a process involving consultation between the Properties Directorate and the district superintendent.
- In enrolling a student, the department determines if there is a need to provide additional support for the student, including assessment of:
 - health, safety, and other risks arising from the student's past behaviour
 - any disclosed wellbeing needs of the student
 - any adjustments for students with a disability
 - any history of [unsatisfactory attendance](#) (when the student has been enrolled in another school)
 - any disclosed health needs including whether or not the student has previously required an emergency response
 - any disclosed learning needs and other special circumstances (such as whether the student was bullied at a previous school).
- In enrolling a student, the department may need to make additional enquiries where a student has been absent from the NSW system for a period of time, the enrolment background is unclear or where the student has been overseas and records are unavailable.
- In accordance with anti-discrimination legislation, no student will be discriminated against including on the grounds of their race, religion, gender, age, ethnicity, language background, disability, caring responsibilities, sexual orientation, transgender status and marital or domestic status, when enrolling in NSW Government schools.

Enrolment Panel

The Kings Langley Public School Enrolment Panel meets regularly to discuss non-local enrolment applications. The panel consists of;

- Deputy Principal (chairperson)
- Teaching staff representative
- School community member, as nominated by the Kings Langley Parent and Citizens Association.

The panel will make their decisions in line with this policy document.

Enrolment Cap

The Kings Langley Public School enrolment cap is established centrally, based on available permanent accommodation. Demountable classrooms are not counted towards the enrolment cap.

Within the enrolment cap, a number of enrolment places are set aside for the enrolment of local students arriving throughout the year. The enrolment buffer is set locally by the Principal and approved by the Director, Educational Leadership. It is reviewed annually and set in time for assessing applications for the following year's enrolment intake.

Once Kings Langley Public School has reached its enrolment buffer, no places will be offered to non-local students.

Local Enrolment Procedures

Students who reside within the schools intake zone are eligible to enrol at Kings Langley Public School. Under the Education Act 1990, proof of address is required in order to establish a child's entitlement to enrol in their local school. A 100-point residential address check is required in order to satisfy this requirement, as per the schedule below.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
2. Any of the following 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement	20 each
3. Any of the following documents 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this	15 each

* up to three months old

In circumstances where a child has enrolled in the school while in the intake zone, and then the family has relocated outside of the catchment, the child's enrolment at the school continues uninterrupted. New sibling enrolments, however, will be required to follow procedures as a non-local enrolment.

Non-Local Enrolment Procedures

Non-local enrolment application forms can be obtained through the administration office. As part of the non-local enrolment application forms, applicants will be required to address the selection criteria and provide supporting documentation where applicable.

The enrolment panel will consider all applications, but priority will be given to applications who are able to meet the following criteria (in order of importance);

- Siblings already enrolled in the school
- Recent change in the local intake area boundaries
- Safety and supervision of the students before and after school
- Proximity and access to the school
- Compassionate circumstances

The chairperson of the enrolment panel will notify successful applicants verbally, who will then have 14 days to come to the school to complete enrolment forms. The chairperson will notify unsuccessful applicants in writing.

Waiting Lists

A waiting list may be established for non-local students. Parents will be advised in writing if their child is to be placed on a waiting list and his or her position on it. Waiting lists are current for one year.

Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably. The principal will consider all appeals relative to criteria and restrictions outlined in this policy, and will make a determination.

Parents will be advised of the outcome of their appeal in writing.

Responsibilities

The following responsibilities are delegated with regard to student enrolment and the application of this policy;

Responsibilities of the Principal

- Managing the school enrolments within the resources provided to the school advising the Director of enrolment and curriculum trends in the school
- Set the enrolment buffer in consultation with the Director, Educational Leadership.
- Inform parents and community members about the school's procedures for enrolment
- Establishing an enrolment panel and appointing an enrolment panel chairperson and teachers representative. Ensure that all members of the enrolment panel understand and are able to consistently apply the criteria for non-local enrolment. Ensure that the panel meets regularly when non-local applications have been received.
- Determine appeals to applications for enrolment that have been declined by enrolment panels.
- Share information relevant to student and school safety with other principals when transfer of information is requested in order to enrol a child in another school.
- Operate within enrolment caps and local enrolment buffer levels.

Responsibilities of the Director

- Monitor implementation of enrolment caps and local enrolment buffer levels in consultation with School Infrastructure NSW.
- Assess and approve the principal's decisions in relation to enrolment applications for enrolment in particular circumstances.

Procedures for Enrolment in Particular Circumstance

Kindergarten Enrolment

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year.

Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.

The principal will ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children. Depending on the size of the incoming Kindergarten cohort, it may be appropriate for the enrolments to occur over a number of days with all Kindergarten enrolments being completed by the end of week two of the school year.

Whilst it is the intention that children be enrolled at the beginning of the year, parents who choose to enrol eligible children after the beginning of the school year may do so, up to the end of Term 2.

The principal will enrol in Kindergarten, students on transfer and children reaching the statutory age of six years.

Early Enrolment of Students who are Gifted and Talented

School communities have a responsibility to provide a range of opportunities for their gifted and talented students.

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 being considered for early entry to Kindergarten, the school will endeavor to carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This should be undertaken by the school counsellor or a registered psychologist.

Judgements about the student's emotional maturity should include input from the student's parents and the school counsellor or psychologist.

Those considering early enrolment may wish to note that a review of the research reveals a consensus that, for successful outcomes, a child should be within six months of approved entry age.

Enrolment in Special Classes for Students who are Gifted and Talented

In a number of government primary schools there are special classes, Opportunity Classes (OC), for academically gifted and talented students. These classes usually operate in Years 5 and 6 with students being nominated and assessed during Year 4. Information relating to the OC placement procedure will be disseminated to Year 4 students in line with the timelines outlined by the Selective Schools Unit.

Enrolment of Non-Australian Citizens

Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).

Education is compulsory for non-Australian citizens between the ages of six and seventeen holding a visa granting them permanent resident status and New Zealand citizens holding current New Zealand passports. Outside these ages they may enrol under the same conditions as Australian citizens.

Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions as outlined below:

*** Temporary Residents**

The temporary resident visa allows for the enrolment on a temporary basis of school aged students in a New South Wales government school. Enrolment is only for the period specified on the visa.

*** Visitor Visas**

Visitor Visas include business visitors, medical treatment visitors and tourists.

A student on a visitor visa may be able to enrol for a maximum period of three months which cannot be extended. Students on visitor visas must arrange their enrolment through the Department of School Education's International Student Programs, telephone (02) 9561 8209, facsimile (02) 9561 8613. If students on visitor visas directly approach a school they should be referred to International Student Programs for their application to be evaluated. All enquirers should be advised that tuition fees are likely to apply.

*** Bridging Visas**

Non-Australian citizens are granted a bridging visa if they have an undetermined application for a substantive visa before the Department of Immigration and Multicultural Affairs (DIMA). Bridging visas come into effect when the initial substantive visa has expired. Prospective students on bridging visas may be enrolled if the visa states that the holder has work rights.