



Dungowan Public School

Enrolment Policy

(To be reviewed 2018)

RATIONAL

Current legislation requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school, to attend school on each day that instruction is provided or to be registered for home-schooling.

Enrolment of Students in Government Schools: Summary and Consolidation of Policy, 1997.

PRINCIPLES GOVERNING ENROLMENT

- Children are entitled to enrol at Dungowan Public School if their home is within the designated intake area as defined by the Department of Education and Communities.
- Parents are entitled to seek enrolment for their child at Dungowan Public School even if their home is outside the school's designated intake area.
- No person will be discriminated against when enrolling their children on the grounds of their sex, age, race, ethnicity, disability, sexual preference or marital status.

ENROLMENT CEILING

The enrolment ceiling at Dungowan Public School, based on available permanent accommodation consisting of two classrooms, will be 56 students.

ENROLMENT BUFFER

No non-local enrolment will be considered if this involves the establishment of an extra class, or if the class for the student to be enrolled would exceed 30 students. The buffer is created to ensure that local enrolment is not hindered. When enrolment is within 10 students of the ceiling, no non-local enrolments will be made.

LOCAL ENROLMENT

A student whose address falls within the designated intake area will be entitled to enrol at Woolomin Public School in accordance with the policies of the NSW Department of Education and Communities.

Proof of residence is required to substantiate the application. The school must sight original documentation of one of the following:

- * Council Land Rates
- * Rental Lease Agreements
- * Water rates
- * Gas or Electricity account

All documents must be in the parent/s name and will be confirmed by the school.

Children may enrol for Kindergarten if they turn five years of age on or before 31 July in that year. Original documentation providing proof of age is required. Either a birth certificate or passport can be used to provide this information.

All parents enrolling their child/ren must produce a proof of immunisation status. Parents can find out more by reading the NSW HEALTH guidelines regarding procedures for a child who is not immunised.

<http://www0.health.nsw.gov.au/PublicHealth/Immunisation/programs/acir.asp>

An interview with the Principal or delegated staff member will be held with all new enrolments to determine any special needs including funding support for disabilities.

NON-LOCAL ENROLMENT

Where the demand for non-local placements exceeds availability the school will establish a placement panel to consider and make recommendations on all non-local applications. This panel will consist of the teaching staff, a school community member nominated by the school's P&C and the Principal. This panel will develop criteria for the enrolment of non-local students and will assess individual cases according to the established criteria. Its criteria may include but are not limited to the following:

- Siblings already enrolled
- Student welfare needs
- Continuation of enrolment when family moves from the school's zone
- Safety and supervision of students before and after school and proximity to out of school hours care facility
- Proximity and access to Dungowan PS
- Compassionate circumstances

All decisions and minutes of meetings are to be recorded and retained.

KINDERGARTEN ENROLMENT

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

Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment as is immunisation information. Parents have the right not to immunise their children. However, 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 ENTRY OF STUDENTS WHO ARE GIFTED OR TALENTED

Parents may seek early enrolment of their child if they are intellectually gifted or talented. A comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment will be undertaken by the school counsellor, with the input from parents and appropriate personnel. Observation of the child in the school setting may also be included to gather necessary data in order to make an informed decision.

ENROLMENT OF STUDENTS WITH SPECIAL LEARNING NEEDS

When a student with a disability presents for enrolment, an appraisal of the student's educational needs will be carried out by the Learning Support Team and involve parents or caregivers, other health professionals and Area Personal as required. Other areas for consideration may include communication levels, participation, personal care and movement.

Consideration will also be given to supporting documentation provided by medical practitioners, health care workers and educational professionals. Services, which may be investigated as a part of the student's ongoing enrolment, include:

- Targeted funding, specialist teachers and consultancy services
- Modifications to buildings to facilitate access
- Provision of specialised equipment and technology
- Special transport needs

ENROLMENT OF NON-AUSTRALIAN CITIZENS

The New South Wales government allows students who hold temporary visas, including temporary resident visas, student visa, visitor visas and bridging visas to enrol in government schools, subject to certain conditions. Non-Australian citizens who live within this school's feeder area may seek enrolment. Those living outside the feeder area may seek non-local placement as per the procedures previously described.

Students must hold a valid visa and must meet the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA). Students cannot continue to be enrolled after their visas have expired.

Most students who hold temporary visas are required to pay the *Temporary Visa Holders Education Fee*. Some visa categories are exempt from paying the fee. Enrolment will be accepted for the length of the valid visa.

When seeking enrolment, parents will be provided with a *Temporary Visa Holders Applying to Enrol in a Government School Application Form*. The completed application form must be forwarded to the International Business Unit (IBU), together with the payment if applicable. The IBU will then issue an *Authority to Enrol in a NSW Government School*. Students cannot enrol until this authority has been received by the school. Parents are to provide documented evidence of a student's immunisation status upon enrolment.