



HUNTERS HILL PUBLIC SCHOOL

Enrolment Guidelines

Departmental Policy References:

Enrolment of Students in Government Schools: A Summary and Consolidation of Policy. It contains the general principles and procedures by which students will be enrolled at Hunters Hill Public School.

Rationale:

Parents may seek to enrol their children at the school of their choice; however schools must ensure that every eligible local child has a place at their local school if required.

A student should be enrolled in one school only at any given time and is considered to be enrolled when placed on the admission register.

Aims of the Program:

- Every parent will enrol their children in the school of their choice where practicable.
- Every child must have a place in his/her local school if required.
- Public schools will not enrol children from another local public school without contacting the other principal
- referring them back to the previous school

Definitions:

Ceiling : Hunters Hill Public School has 15 permanent classrooms;

Census: The census is that return of enrolment numbers which is sent in at the beginning of each year from which staffing numbers are allocated and class structure determined.

Buffer: The buffer is to allow sufficient places for local families to enrol in HHPS.

Local Enrolment : Children living within the drawing area of Hunters Hill Public School. Siblings of currently enrolled children will have the same rights as a local area child.

The school will seek evidence demonstrating local residence status through the provision of current original documents. These are:

- Property ownership or tenancy documents in the name of the applicant's parent e.g. a rate notice or tenancy agreement.
- Utility account statements e.g. water, electricity, telephone or gas bills. This must display name and local address of the applicant's parent.

Visa status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).

Procedure:

1. Enrolment Ceiling

The school has an enrolment ceiling, based on permanent accommodation of 15 classrooms. The enrolment ceiling has been calculated with reference to the school staffing formula and includes a buffer to accommodate local students arriving throughout the school year.

2. Non - Local Area Placement Panel

The School Placement Panel consists of the Principal, an Assistant Principal and a nominee of the School Council President. The panel will be chaired by the Principal, who will have a casting vote.

Criteria for Non-Local Enrolment

When the enrolment of the school exceeds the enrolment ceiling, no more non local enrolments will be taken. The siblings of children already enrolled at Hunters Hill Public school will be regarded as having the same rights to enrolment as local area students.

Waiting Lists for Applicants for Non-Local Enrolment

Where non-local enrolment applicants exceed available places, prospective students not accepted for enrolment will be placed on a waiting list. The order of students on the waiting list will be determined by the Placement Panel, not in order of acceptance. The criteria for assessment are in priority order:

- reason for application;
- family connection to the school;
- compassionate circumstances;
- proximity and access to the school;
- safety and supervision of the student before and after school; and
- structure and organization of the school.

Appeals

Where a parent wishes to appeal against the decision of the Placement Panel, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter.

If the matter is not resolved, it may be referred to the School Education Director to determine if the stated criteria have been fairly applied.

3. Enrolment of Kindergarten Students

Children may be enrolled in Kindergarten at the beginning of the school year if they turn five years of age by 31 July of that year. Documentation providing proof of age is required.

Enquiries for kindergarten enrolment may be made during school hours. Applications for enrolment will be accepted from the commencement of Term 1 of the year prior to enrolment.

The *Public Health (Amendment) Act 1992* requires parents to provide documented evidence of a child's immunisation status on enrolment at school. Parents have the right of not having their children immunised. However, in the event of an outbreak of a vaccine preventable disease, non-immunised children will be required to remain at home for the duration of the outbreak.

In order to assist in the transition from preschool to school, a variation to the out of area procedures will apply.

Applications will be accepted from both local and out of area students with the non local applicants being placed onto a waiting list for review prior to the Kindergarten Orientation Day. Parents will be notified in writing or phone of their acceptance.

4. Early Enrolment of Students who are considered to be Gifted and Talented

When a student is being considered for early enrolment in Kindergarten, the school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social emotional

adjustment. This will be undertaken by the school counsellor and may incorporate advice from registered psychologists. Input from the student's parents will also be considered.

A review of current research reveals a consensus that, for successful outcomes, a child should be within 6 months of approved entry age.

5. Enrolment of Students with Special needs

Enrolment applications for students with special needs will be considered within the context of the school's capacity to meet those needs, specifically through:

- availability of funding, specialist teachers and consultancy services
- modification of buildings and/or facilities
- provision of specialised equipment
- access to special transport services.

The decision to enrol a student with a disability, and with what level of support, will depend on a number of factors including the student's educational needs, the expressed desires of parents and caregivers, the capacity of the school to provide the above support services and the availability of appropriate support services in alternative locations.

An appraisal of the student's needs will be carried out by the principal, in consultation with parents and caregivers, the school counsellor, relevant district special education support staff and other educational, health or medical professionals as determined appropriate.

6. Enrolment of Non-Australian Citizens

Non-Australian citizens will be enrolled in accordance with the procedures set out in *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*.

7. Transfer Applications

Students transferring from another NSW Government school will be required to provide a relevant *Student Transfer Certificate*. If this is not provided the school will immediately seek such a certificate from the student's last known Government school attended.

8. Short Term Attendance

Students will be accepted for short term enrolment for reasons such as parents visiting the locality for a brief period or a student being involved in a special program. Short term enrolment periods will not exceed one term.

Short term enrolments must be considered in the context of other relevant sections of this document.

9. Refusal of Enrolment

The principal may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learnt the appropriate skills to manage this behaviour.

The principal has the delegated authority to refuse the enrolment of any out of area, and age inappropriate student.

Ratification

This Policy has been developed in conjunction with the school community, staff and Judy Goodsell, School Principal 2011.