

MORPETH PUBLIC SCHOOL

HIGH STREET, MORPETH 2321

PHONE: (02) 4933 6726 – FAX: (02) 4934 3021

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**Enrolment Policy**

**2018**

All enrolments will be in accordance with DEC policy – ‘Application to enrol in a NSW Government School.’

This document should be read in conjunction with the ‘Enrolment of Students in Government Schools’ Policy

<https://detwww.det.nsw.edu.au/policies/student_admin/enrolment/enrolpol/pd02_06_enrolment_of_students.pdf>

Children are eligible to be enrolled in Kindergarten provided their 5th birthday occurs **BEFORE** 31st July in that year. All students must be enrolled by the age of 6.

Documents required to support enrolment:

* **Proof of age (Birth Certificate)**
* **Immunisation History Statement - Australian Childhood Immunisation Register (ACIR)**
* **Evidence of Residential Address (rates notice, lease agreement, electricity bill)**
* **Family Law or other relevant court orders (if applicable).**

It is a legal requirement by the Department of Education and Communities that the school has the above information before your child is enrolled at school or, in the case of Immunisation Certificate, as soon as the child has had their final injection.

**Application to Enrol in a NSW Government School**

<http://www.schools.nsw.edu.au/media/downloads/gotoschool/enrolment/detsef.pdf>

 All students who live within Morpeth Public School’s catchment area and satisfy age and proof of document criteria are eligible to enrol – local enrolment eligibility is confirmed through School Intake Zone Enquiry tool, which matches a student’s address to school intake zones (catchment areas ).

**School Intake Zone Enquiry**

<http://mrfams5.marketst.det.nsw.edu.au/size/index.html>

**Out of Zone Applications**

Students who live outside of the school’s defined catchment zone, as defined by School Intake Zone Enquiry tool, but who satisfy age and proof of document criteria, may be considered for enrolment only after the following procedures:

* The school has available permanent accommodation\*;
* Parents / carers meet with principal to discuss enrolment;
* Parents / carers complete and return ‘Non – Local Application’ ( available from Administration office ) which requires parents / carers to clearly state the reasons for seeking an out of zone placement;
* Enrolment Committee (comprising Principal and Executive staff ) meets to discuss the application and makes a decision based on application criteria and in accordance with ‘buffer’ numbers.

**Out of Zone applications may be placed on to a waiting list.**

In the instance that school enrolment is deemed to be at capacity, based on permanent accommodation, out of zone enrolments will not be accepted.

**Recommended class sizes and class buffer numbers**

* K – DoE recommendation 20 ( 18 + buffer for 2 local enrolments )
* K / 1 ( refer to K numbers )
* Year 1 DoE recommendation 22 ( 20 + buffer for 2 local enrolments )
* 1 / 2 ( use year 1 recommended numbers )
* Year 2 DoE recommendation 24 ( 22 + buffer for 2 local enrolments
* 2 / 3 – ( use year 2 recommended numbers )
* Year 3 – 30 (28 + buffer for 2 local enrolments )
* Year 4 – 30 (28 + buffer for 2 local enrolments )
* Year 5 – 30 (28 + buffer for 2 local enrolments )
* Year 6 – 30 ( 28 + buffer for 2 local enrolments )

**N.B composite class will defer to smaller class size numbers**

School Procedures

The following procedures must be followed for all students who enrol at Morpeth Public School.

* For students who move between government schools, parents / carers will be expected to inform the previous school of the intention to leave;
* Parents / carers will contact Morpeth Public School to request an appointment regarding enrolment;
* Principal will contact the student’s previous school to access relevant information regarding the impending enrolment, in particular the need to develop risk assessments or the provision of any additional support needs;
* A student may not attend school until the enrolment procedures are completed and presented to school by parents / carers;
* School Administration Manager ( SAM ) will contact the previous school and request a transfer of the student’s records.

Further enquiries may be directed to Director of Public Schools – 49313500

**Fundamental Principles Underpinning Local/Non-Local Enrolment**

**Introduction**

**1.** The *Education Act 1990* (the Education Act) provides:

**a.** a parent may enrol their child in *any* government school the child is eligible to attend provided the school can accommodate the child;

**b.** a child is in any case *entitled* to be enrolled in their local government school provided the child is eligible to attend that school; and

**c.** the Secretary is to take steps so that every child in NSW will be eligible to attend a government school.

**How is a child’s local school identified?**

**2.** It is necessary to establish where the child’s home is situated and then identify which school is their local school**.** Sometimes a child may have more than one local school (for example a single sex school and comprehensive high school may have the same drawing area for students). Advice is available from the relevant school principals, the Director Public Schools and other areas of the Department about any impact this may have on the identification of the student’s local school.

**3.** The Education Act empowers a principal, amongst other things, to require a parent or carer to provide proof to the principal’s satisfaction of where the child’s home is located as part of establishing whether they are entitled to attend a particular school**.**

**4.** Depending on the circumstances “proof” of a child’s home address may include the production of any document or statutory declaration or both.

**5.** It is important a principal acts reasonably when requiring a parent or carer to provide proof of the child’s home address and is mindful that, as with all administrative decisions, a decision to require a parent or carer to produce proof of residence could be reviewed by a court.

**What if the child’s home is not currently identified as being within the school’s drawing area?**

**6.** Sometimes the child’s home may not currently be within the drawing area of a government school. This does not mean that child does not have a local school to attend.

**7.** Instead it is necessary to establish which government school is the child's “local school” and advise his or her parents or carers accordingly. The appropriate school should be determined in consultation between the relevant Director Public Schools NSW, local asset management unit and local principals.

**What if the child wants to enrol in the school other than their “local school”?**

**8.** If a parent or carer makes an application for a “non-local enrolment “for their child, consideration should be given to whether the school can accommodate the child’s enrolment.

**9.** Where the school cannot accommodate the child because demand for non-local enrolment places exceeds availability, the enrolment policy requires the principal to establish a placement panel to determine the selection criteria for accepting non-local enrolment applications. All schools should have non-local selection criteria to support this process.

**10.** The Education Act identifies the factors which may need to be taken into consideration when deciding whether the child can be accommodated in a government school as including (but not restricted to):

**a.** the child's age and sex;

**b.** the kind of school it is;

**c.** the financial and other resources of the school; and

**d.** the existing number of classrooms and other facilities at the school.

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| **LEGAL SERVICES DIRECATE**  | **HOT TOPICS**  | **TERM 1, 2016**  | **3**  |

**Relevant Support Documents**

**Enhanced Enrolment Procedures**

<https://detwww.det.nsw.edu.au/schooladmin/schoolenrolment/memodn0600168.htm>

**Implementation Statement on Enhanced Enrolment procedures**

<https://detwww.det.nsw.edu.au/schooladmin/schoolenrolment/implementation/>

Enrolment of Student with Special Needs

Enrolment of students with special needs will be undertaken in collaboration with parents or caregivers and school and DET personnel to consider the full range of options available to meet their needs.

Special needs will include students with physical, emotional, intellectual and learning needs.

Enrolment of students with disabilities will be undertaken after input from parents, school staff, DET personnel and other support agencies in accordance with the policy “Enrolment of Children with Disabilities” (Memorandum 88/107)

Enrolment of Non Australian Citizens

All students must arrange their enrolment through DEC International

<http://www.decinternational.nsw.edu.au>

Ph. +61 2 82894777

fax +61 2 82936928

email isc@det.nsw.edu.au

Students on a Visitors/Tourist Visa may enrol for a maximum of three months.

Enrolment in Distance Education

Distance Education can be provided for students whose special circumstances prevent them from attending school on a regular basis.

Strict conditions apply to these enrolments. Enrolment of students in Distance Education must be conducted through consultation with the BOS Coordinator.

Guidelines are available from the DoE document *“Distance Education: Categories and procedural Guidelines for Enrolment”*

Short Term and Part Time Attendance

For a variety of reasons a student may be enrolled for a short time at school. The student will remain enrolled at their home school and the host school will send a record of attendance to the home school at the end of the stay or at the end of each term.

When a student is attending a specialised program at another school, such as a school for behavioural or emotional disorders or a hospital school, the student will remain enrolled at the home school.

Guidelines are available from Section 14 of School Attendance: Policy and Procedures 1991 at <http://tinyurl.com/o9akw7q>

Application to enrol in a NSW Government School can be downloaded from: <http://www.schools.nsw.edu.au/media/downloads/gotoschool/enrolment/detsef.pdf>

STUDENTS ENROLLING ON DAY 1 OF THE SCHOOL YEAR

New Enrolments

New students who present for enrolment on the first day of a school year without having provided the necessary background information for placement in classes will be asked to return the following day with a completed enrolment application form and necessary background information.

(Background information might include reports, external test results, welfare information and will include preliminary enrolment information from their previous government school.)

Subject to this being done and all necessary information gathered, the student will be able to begin school the following day.

Students who enrol from Non Government schools or from Interstate

* A student needs to advise the ‘old’ school or institution of their intention to leave and receive a transfer certificate or equivalent indication of their exit from that school or institution.
* The student or their parent/legal guardian will then contact Maitland High School and request an appointment regarding enrolment. The student must be accompanied by the parent /legal guardian at the appointed interview.
* At the interview the student will provide copies of previous school reports for the previous 12 months. The student will also produce copies of ny other information that they may feel is relevant to their application.
* Student records will be assessed by the Enrolment Committee or delegates thereof before the enrolment procedures can be completed.
* In some cases following the receipt of the records it may be necessary for a further interview to take place with the Principal, before the enrolment is completed.
* A student may not attend school until the enrolment procedures are completed.

KEY TO TERMS USED IN DOCUMENT

Local Enrolment

* A student who attended one of the six partner primary schools or who resides within the geographical boundary of the school.

Non Local Enrolment

* A student who resides outside the geographical boundaries of the school.