

This policy is to be read in conjunction with *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*. Department of Education & Training, August, 1997

Date: Amended July 2018

Definitions:

Local Area This is the designated intake area within which the child's home is situated and that the child is eligible to attend Main Arm Upper Primary School

Non- Local Placements Children from outside the local area

Enrolment Ceiling The available permanent accommodation of this school is 1 classroom. Using the current Staffing Formula, the enrolment ceiling is 52 pupils.

Enrolment Buffer The Enrolment Buffer is 48 students. Places in this buffer are not to be offered to non-local enrolments. Within this buffer students in K-2 will not be in a class larger than 20 students.

Placement Panel If demand for non-local places exceeds availability, the placement panel will consider and make recommendations on all non- local enrolment applications. The P&C will be a part of all enrolment review processes. The composition of the panel consists of the principal, a teacher and a member nominated by the P&C. All placement panel discussions will remain confidential. The panel will be chaired by the principal who will have a casting vote.

PROCEDURES

KINDERGARTEN

The school will advise the parent body and the school community of the arrangements for enrolment of Kindergarten children in the year preceding the expected enrolment.

➤ **The documentation you need to provide is as follows:**

- Either a **current private lease** we will also require two Statutory Declarations confirming that you reside at the address provided. One signed by the parent/s whom the student permanently lives with and the other by the landlord/owner of the property.

or

- **A current Real Estate lease** agreement

and three of the following:

- **Proof of student's residential address** (eg drivers licence, council rates, electricity accounts, Centrelink documentation, NSW Government Fair Trading Advice of lodgement of bond, gas account, tax assessment notice, bank statement or a land line account).

In addition to the proof of residence documentation we require a copy of:

- **Original Birth Certificate or identity documents** for the child for who you are requesting enrolment.
- If the child is born overseas, **his/her passport and visa documents** must **also** be provided.
- If the child was **born in Australia but both parents were born overseas**, Citizenship or Visa papers for the child must be provided.

- **Australian Immunisation Register School Immunisation History Statement** for 2019 school entry. *The Public Health (Amendment) Act 1992* requires parents to provide documented evidence of a child's immunisation status on enrolment.
- Kindergarten children must attain the age of 5 years before the 31st July in the year of enrolment in order to be eligible for enrolment.
- 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

- When a student is being considered for early entry to Kindergarten, a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment will be undertaken by the school counsellor or a registered psychologist. Refer to the *Policy for the Education of Gifted and Talented Students 1991*.

NON-LOCAL ENROLMENT

Criteria for non-local enrolment applications if demand for non-local places exceeds availability include:

- 1 Siblings already enrolled at the school.
- 2 Medical reasons.
- 3 Special interests and abilities.
- 4 Structure and organisation of the school.
- 5 Compassionate circumstances.
- 6 MAUPS believes in not discriminating on the basis of ethnicity, race, religion, gender, sexual orientation or disability.

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

All non-local enrolment applications will be reviewed.

STUDENTS WITH SPECIAL LEARNING NEEDS

- The decision on where 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, the capacity of the Main Arm PS to provide the level of support services required and the availability of support services at alternative locations.
- In some circumstances the level of support required, or the specialist nature of that support, will necessitate alternative enrolment options to Main Arm PS being provided.
- When a student with a disability presents for enrolment, it is the responsibility of the principal to ensure that an appraisal of the student's educational needs is carried out.
- MAUPS has an inclusivity policy as specified by the P&C and approved by the Principal - all families with special learning needs will be reviewed for enrolment acceptance to Main Arm Upper PS.

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 fifteen 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 relevant to their visa and residency status.

TRANSFERS

- Students from other government or non-government schools, interstate and New Zealand may be enrolled consistent with this policy.
- The Principal will make every effort to secure the transfer certificates for transferring students from government schools. This will ensure that no student is enrolled in more than one school at any one time and that student movement is effectively monitored. Refer to *School Attendance, Policy and Procedures 1991*.

SHORT TERM ENROLMENT

- A student should be enrolled in one school only at any given time. Where a student presents for enrolment for a period of not more than one term the student will not be enrolled but will be regarded being on a short term attendance.
- The home school should maintain the student's name on an attendance register, with a note to the effect that the student is attending another school. The host school, must keep a record of the student's attendance and notify the home school at the end of the stay or, in the case of part-time attendance, at the end of each term.

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 learned the appropriate skills to manage this behaviour. Refer to *Procedures Concerning Suspension, Exclusion and Expulsion of Students from School and Declaration of Place Vacant, June 1996*.

ENROLMENT DATA

- Information needs to be recorded about each student enrolled at Main Arm Upper PS to comply with legal requirements, for school administrative purposes and for resourcing, accountability and reporting requirements.
- Information is collected from parents about each student enrolling using enrolment forms. Parents' signatures are required on the forms to certify that the information provided is correct.