Homebush West Public School Enrolment Policy 2015

Introduction


Any child between the ages of six and seventeen is required to be enrolled at a government, registered non-government school or training, and is to attend each day that instruction is provided or to be registered for home schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

General Principles Governing Enrolment

A student is considered to be enrolled when he or she is placed on the admission register of a school. Children are entitled to be enrolled at the government school that is designated for the intake area within which the child’s home is situated and that the child is eligible to attend. Homebush West Public School's intake area is determined by the NSW Department of Education and Training, the Properties Directorate and the School Education Director.

- For intake area see Intake Area Map, Appendix A*

No person will be discriminated against enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.
Kindergarten enrolment applications are only accepted after Day 1 of Term 2, for the following year.

Enrolment Ceiling and Buffer

Homebush West Public School has limited number of permanent classrooms and limited grounds for temporary classrooms, with a clear priority for ensuring students have adequate access to green, play active and outdoor learning spaces. This school has limited capacity for considering non local (out of area) enrolments.

Local Enrolment Applications

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

Proof of residence is required to substantiate the application. The school must sight original documentation of either Council Land Rates or Rental Lease Agreements. Two other documents must also be provided. Water rates, Gas account, Electricity account or Medicare account are the acceptable forms of documentation.

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 31st July in that year. Original documentation providing proof of age is required. Either birth certificate or passport can be used to provide this information. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.
All parents enrolling children 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.

An interview with the Principal or delegated executive member will be held with all new enrolments. A checklist form will be completed during the interview to determine any special needs including ESL and funding support for disabilities.

**Non-Local Enrolments**

Applications for non-local enrolments will be considered only when there are places available in the school.

*The enrolment will not create the need for additional staff and accommodation.*

If the above criteria are met, the following could permit acceptance of an application:

1. Established community links and relationships with the Homebush West community, where such links form significant rationale for inclusion (eg, enrolment in the local pre-school for *significant period, carers have working in the area *significant period in the local area)
2. Siblings are already enrolled at Homebush West Public School.
3. Have siblings who have attended Homebush West Public School in the past.
4. Chronological position on the waiting list (numbered and dated).

From the chronological waiting list the following criteria will be used to consider non local enrolments (not listed in any priority order).

- Proximity and access to Homebush West Public School. Before and after school care arrangements.
- Special interest and abilities.
- Extreme compassionate circumstances Extreme medical reasons.
- Substantial student welfare/wellbeing interests.
- Students who leave the school and then return (out of area only).

**Placement Panel**

The School Council, as placement panel will consider applications and make recommendations when demand for non-local places exceeds availability. The Principal, who is the chair of placement panel, will have a casting vote, if required. The placement panel meeting is held in the Term 3 School Council meeting.

**Waiting Lists**

A waiting list will be established for non-local students. All applications received will be dated and numbered. This will be used when considering non-local area applications. Parents will be advised that their child is to be placed on a waiting list.

Waiting lists are current for one calendar year only.

**Appeals**

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. Where required, the Principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter.
If the matter is not resolved at the local level the School Education Director will consider the appeal and make a determination. The School Education Director will consult with the Principal as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

**Early Enrolment of Students who are Gifted and Talented**

The Homebush West Public School Gifted and Talented Policy outlines the criteria used to assess early entry of students. This is based on the DET policy for early enrolment. The Gifted and Talented School Policy outlines the conditions under which students can be considered for early enrolment.

**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).

Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions.

It is a requirement of Homebush West Public School that all enrolments of students on temporary visas are to seek authorisation via the Temporary Visa Holders Unit. Approval by the unit and sighting of original documentation must be submitted with the application to enrol. Non–Australian citizens seeking enrolment at HWPS will be required to follow the guidelines for both local and non-local enrolments set out in this policy.

**Refusal of Enrolment**

Under DET policy, 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.
Intake Area Map, Appendix A* 2015
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