



Kotara South Public School

“Strive to Achieve”

13 March 2018

ENROLMENT POLICY - 2018

1. INTRODUCTION

Parents may seek to enrol their child in the school of their choice. The decision to enrol a student, and with what level of support, will depend on a number of factors including:

- The student's educational needs;
- The capacity of the school to provide the level of support services required;
- The availability of support services at alternative locations;
- The expressed desires of the parents or caregivers.

This policy outlines the general principles and procedures to be followed when enrolling local and non-local students at Kotara South Public School.

The school has developed its enrolment policy in accordance with:

- The principles and requirements established in *Enrolment of Students in Government Schools: A summary and Consolidation of Policy, August 1997*.
- *The Education Reform Act 1990*.
- The shared vision, values and beliefs of the Kotara South Public School community. This policy will be reviewed annually.

2. ENROLMENT CEILING

Each year the school will establish an enrolment ceiling which is based on available permanent accommodation. The enrolment ceiling for Kotara South Public School in 2018 is 330 Mainstream + 9 Hearing Support Unit students. Early Intervention enrolees are not included in this number. Our school's current enrolment is approximately 315, the spaces between the enrolment ceiling are left for local children enrolling into the school.

3. LOCAL ENROLMENTS

Parents or caregivers living in the local area who are seeking to enrol their children at Kotara South Public School should contact the school for an appointment. Students will not necessarily be enrolled on that day as the school requires time to gather valuable information that will assist in placing students where their needs are best catered for.



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4. CRITERIA FOR NON-LOCAL ENROLMENT

All criteria are considered. Meeting one or two of the criteria does not guarantee placement into the school.

- Proximity and access to the school.
- Siblings already enrolled at the school.
- Safety and supervision of the student before and after school.
- Compassionate circumstances.
- The welfare, safety and academic progress of students already enrolled at Kotara South Public School.
- Special interests and abilities.
- Structure and organisation of the school.
- The student will be a credit to Kotara South Public School.

5. NON-LOCAL ENROLMENTS

All parents may seek to enrol their children at Kotara South Public School. A parent or caregiver seeking non-local enrolment will need to complete a non-local enrolment application form and arrange an interview with the principal. If it is determined that some enrolment spaces are available for non-local students but demand exceeds the number available, a placement panel will be formed. The placement panel then determine the criteria for considering applications and rank each non-local application. If this takes place, enrolment spaces available will be offered to nominated non-local students based on the decisions of the placement panel. This is in line with department policy.. This will not be determined until the Oct/Nov before the new school year. If your family's current residential address is in the intake zone, and you move outside the intake zone, younger siblings cannot be offered enrolment if no spaces are available for non-local enrolments.

<https://education.nsw.gov.au/school-finder/index>

6. BUFFER

A buffer of 1- 2 positions per grade is desirable to allow for local enrolments throughout the year. There is currently little requirement for a buffer as enrolments are below capacity.

7. PLACEMENT PANEL

If demand for non-local placements exceeds availability a school placement panel will be established. This will consist of -

- The principal as chairperson who will have a casting vote.
- One staff member.
- One school community / P & C representative.



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8. WAITING LISTS

A waiting list will be established for unsuccessful non-local enrolment applications. Parents will be advised in writing if their child is on a waiting list and their position on it. The waiting list is current for one school year.

9. APPEALS

If a parent wishes to appeal the decision of the placement panel it should be made in writing to the principal who will seek to resolve the matter. If the matter is not resolved at school level it will be referred to the district superintendent who will consider the appeal and make a determination.

10. ENROLMENT OF STUDENTS WITH SPECIAL LEARNING NEEDS

a) Students seeking enrolment in a regular class at Kotara South Public School.

A Learning Support Team meeting will appraise the needs of the child. Following appraisal the principal will need to create an online Access Request application if additional support is required.

Enrolment will proceed, if as a result of the appraisal process the learning support team reaches consensus that the student's educational needs can be met in the regular class.

If the consensus of the learning support team is that the level of support required, or the specialist nature of that support necessitates alternative enrolment options (such as a support class or a special school) being considered, the principal will liaise with the Learning and Wellbeing Officer (L&WO).

The L&WO will work with the principal, parents or carers and other appropriate personnel to determine the most appropriate option to meet the student's learning needs and to arrange access to services as required.

b) Students seeking enrolment in a support class at Kotara South Public School

Requests for enrolment are considered by a district placement panel. An appraisal process to identify the support needs of the student must be completed in the form of an online Access Request application and forwarded to the district panel.

If appraisal indicates that the educational needs of the student can best be met in a support class at Kotara South Public School and a place is offered by the district panel, then the specific procedures as stated in the Special Education Handbook are to be followed.



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11. ENROLMENT OF NON-AUSTRALIAN CITIZENS

Non-Australian students must hold a visa and may be enrolled under the conditions set out in the booklet: *Conditions for Enrolment of Non-Australian Citizens in NSW Government Schools*.

- Temporary students may be enrolled for periods specified on their visa.
- International students studying in NSW may enrol their school aged dependents.
- Students on a Visitor's Visa may enrol for a maximum of three months, but must arrange their enrolment through the International Students Program

12. REFUSAL OF ENROLMENT

The principal may refuse enrolment of a student who is under suspension from another school or on the grounds of previously documented violent behaviour until appropriate risk management procedures have been put in place.

13. HIGH SCHOOL ENROLMENT

Please be aware that High schools also have an intake zone. Regardless of the Primary school your son or daughter attendee, non-local students can only be considered for enrolment at a High school if spaces are available.

Reviewed Feb 2018