

Enrolment of Students at Claremont Meadows Public School

Effective September 2019

General Principles of Enrolment

Students are eligible to enrol under the following criteria:

1. The family resides within the school drawing area.
2. The child will turn 5 by 31st July in the year they commence kindergarten.
3. Parents / carers provide documentation providing
 - : Proof of age (birth certificate/ passport)
 - : Immunisation certificate
 - : Proof of residency – 100 point proof required
 - : Citizenship / visa details if required.
4. A placement offer has been made to a student suitable for the Multi Categorical Unit.

It is expected that students aged between five and fifteen are enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

A student is considered to be enrolled when he or she is placed on the admission register of a school. A student should be enrolled in one school only at any given time.

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.

Enrolment for **in area** students will be accepted on application and with supporting proof of residency.

For students seeking **Out of Area Enrolment** consideration will be based on availability of places. (In- area students will have first priority). Parents also need to complete an application form outlining why they are seeking an out of area enrolment.

Criteria for consideration could include:

- : proximity and access to the school
- : siblings already enrolled at the school and current for that school year.
- : medical reasons that affect school location and choice.
- : safety and supervision of the student before and after school
- : compassionate circumstances
- : structure and organisation of the school.
- : recent change in the local intake area boundaries

At the commencement of the enrolment process a wait list (current for one year) for out of area enrolments will be formed if there are no places available. Prior to the transition process commencing, all Out of Area applications will be considered by a small panel. The panel will be chaired by the Deputy Principal who will have the casting vote. Where there are limited places available sibling applicants will be considered first. Parents will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

The Principal will ensure that the established criteria are applied equitably to all applicants.

Should a parent wish to **appeal** the decision, 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.

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If the matter is not resolved at the local level the Director- School Education will consider the appeal and make a determination. The Director- School Education will consult with the relevant Principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Enrolment of 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 and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

In many situations it will be possible to enrol a student with a disability at the desired school with the necessary level of specialist support. In some circumstances the level of support required, or the specialist nature of that support, will necessitate alternative enrolment options being provided.

In each case, 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. For some students appraisal will have occurred as part of a planned transition process. For others, the appraisal will take place at the time enrolment is sought. For students with high support needs it may be necessary to develop an Access Request form requesting either additional support or placement in a special class suitable to the age and needs of the student.

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. Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions and will need to apply for approval to enroll in a NSW Government school.

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 behavior and the school does not have the capacity to safely support the student.
- Refusal may also occur for out of area applications if the student numbers have reached their enrolment cap and no places are available, or the application does not satisfactorily address the criteria for consideration.
- Where students have identified special education needs that can not be meet in the current school format/ structure.

Ms. Sharon Le Ban
Principal