

Lambton Public School

Excellence and opportunity in a caring environment

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LAMBTON NSW 2299

ENROLMENT POLICY

12 April 2019

Introduction

Parents may seek to enrol their children at Lambton Public School at any time, however, Lambton Public School must ensure in the first instance that it can cater for all eligible local children. This enrolment policy outlines the procedures for both local and non-local enrolment at Lambton Public School.

General Principles Governing Enrolment

- Parents must complete the current 'Application to Enrol in a NSW Government School' form and supply required support documentation to Lambton Public School when seeking enrolment of a child.
- A student is considered to be enrolled at Lambton Public School when he or she is placed on the admission register of the school.
- A student should be enrolled at one school at a time.
- Risk management must be conducted as part of the enrolment process.
- Children are entitled to be enrolled at the public school that is designated for their local enrolment area.
- Local school areas are determined by DET and are available at <https://education.nsw.gov.au/school-finder>
- Parents may seek to enrol their child in the school of their choice.
- Lambton Public School is required to set an enrolment ceiling and buffer to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at the school.
- This policy states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the appropriate staff and permanent classroom accommodation.
- No person will be discriminated against in enrolment on the grounds of his or her sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Enrolment Ceiling

Each year the school will establish an enrolment ceiling which is based on available permanent accommodation. Based on 13 permanent classrooms, the enrolment ceiling for Lambton Public School in 2019 is 342.

Buffer

A buffer of 2 positions per grade, resulting in an enrolment buffer of 14 will be maintained to allow for local enrolments throughout the year. Places in the buffer will not be offered to non-local students. Therefore, when the school's enrolments exceed 328, the school will be unable to accept any non-local enrolments.

Local Enrolment

Parents or caregivers living in the local area who are seeking to enrol their children at Lambton Public School should contact the school for an appointment. Students will not 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.

Proof of Residence

The principal can seek any information they consider to be of assistance in determining an address. Parents who live in our local intake area and who are seeking to enrol their child at Lambton Public School are asked to provide two forms of documentation that are in the name of the enrolling parent and which state their residential address. Such documentation may include council rate notices, accounts for water, electricity or home telephone, lease documents, electoral enrolment confirmation, driver's licence, Centrelink documents, or a signed statutory declaration.

Non-Local Enrolment

A parent or caregiver seeking non-local enrolment at Lambton Public School will need to complete a non-local enrolment application form and arrange an interview with the principal. If it is determined that there is a space/s available for non-local students but demand exceeds the number of places available, a placement panel will be formed. The placement panel then determine the criteria for considering applications and rank each non-local application against the criteria. Enrolment spaces available will then be offered to nominated non-local students based on the decisions of the placement panel.

Placement Panel

If demand for non-local places exceeds availability, the school will establish a placement panel to consider applications. This will consist of:

- principal as chairperson who will have the casting vote
- one staff representative
- one school community/P & C representative.

Criteria for Non-local Enrolment Application

All criteria are considered. Meeting one or two of the criteria does not guarantee placement into the school. Non-Local applications will be considered in both Week 5 of Term 3 and Term 4.

- Proximity and access to school
- Siblings already enrolled at the school
- Medical reasons
- Safety and supervision of students before and after school
- Special interests and abilities
- Compassionate circumstances
- The student will be a credit to Lambton Public School

Waiting List

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

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The purpose of the appeal is to determine whether the stated criteria have been applied fairly. Where required, the principal will provide or arrange assistance, such as an

interpreter, to enable the appeal to be set out in writing. The principal will consider the appeal and seek to resolve the matter. The Director, Educational Leadership will consult with the principal and school community as necessary.

Enrolment of Students with Special Learning Needs

Students with Disabilities

The Department of Education provides a range of services and resources to support the education of students with disabilities. These include:

- targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes
- special schools
- modifications to buildings to facilitate access
- provision of specialised equipment and technology
- special transport services.

When considering the enrolment of a student with a disability, all these provisions should be considered. 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.

Kindergarten Enrolment

The principal will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children. Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year.

Parents need to provide:

- proof of age
- proof of residence
- documentation of the child's immunisation status.

If you are planning to enrol a student with a disability it is advisable to contact the school two years prior to the child commencing school. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year. The principal will ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children. At Lambton Public School enrolments are scheduled to take place on one morning, usually within 2 days of other students beginning. All Kindergarten enrolments are completed by the end of week two of the school year.

Early Enrolment of Students who are Gifted and Talented

The Principal may decide that early entry is appropriate. The school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional judgments in conjunction with the school counsellor.

Enrolment of Non-Australian Citizens

Education is compulsory for non-Australian citizens between the ages of 6 and 17. Non-Australian citizens must hold a valid visa and may be enrolled under the conditions set out in the booklet: Conditions for Enrolment of Non-Australian Citizens in NSW Government Schools.

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.

Responsibilities of the Principal

With regard to enrolment, the school principal is responsible for:

- preparing an enrolment policy
- informing present and prospective members of the school community about provision available at the school
- managing the school enrolments within the resources provided to the school
- advising the Director, Educational Leadership of enrolment and curriculum trends in the school
- maintaining accurate and complete enrolment data
- establishing an enrolment ceiling to cater for anticipated local demand
- setting an enrolment buffer to cater for anticipated local demand during the year
- establishing a placement panel when demand for non-local places exceeds available accommodation
- documenting and advertising the criteria for the selection of non-local enrolments to parents and the school community
- making decisions on non-local enrolments at the school level wherever possible.

Responsibilities of the Director, Educational Leadership

With regard to enrolment, the Director, Educational Leadership is responsible for:

- monitoring enrolment policies, procedures, numbers and ceilings
- making determinations for out of area placements which cannot be resolved at the school level
- monitoring schools' local areas in collaboration with principals, Director, Educational Leadership of adjacent areas/zones (where appropriate) and the Director of Asset Management.

David Holland
Principal, Lambton Public School
12 April 2019