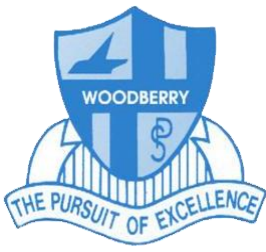


Woodberry Public School

Enrolment Policy and Procedures 2020





Woodberry Public School
Lawson Ave Phone 02 4966 2044
Woodberry 2322 Fax 02 4964 1148
e-mail: woodberry-p.school@det.nsw.edu.au



Woodberry Public Schools Enrolment Policy and Procedures

Context

Every child is 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.

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.
- 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.
- Woodberry Public School's intake area is determined by the NSW Department of Education and Communities, the Properties Directorate and the School Education Director.
- A map of the intake area is available at our school.
- 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 for the following year are accepted at any time throughout the school term.

Local Enrolment

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

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 31 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 depending on the enrolment ceiling. Parents must complete an application for non-local enrolment and submit this to the school. Contact will be made with all non-local applicants to obtain further information if required.



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The criteria for selection amongst non-local enrolment applications include the following factors (not listed in any priority order):

- Availability of appropriate staff and permanent classroom accommodation,
- Proximity and access to the School,
- Siblings already enrolled at the School,
- Parent works within the School's designated local intake area,
- Medical reasons,
- Safety and supervision of the student before and after school,
- Availability of subjects or combinations of subjects,
- Special interests and abilities compatible with the School's educational philosophies and programs,
- Compassionate circumstances,
- Structure and organisation of the school,
- Student welfare needs.

Criteria will be applied equitably to all applicants.

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 by telephone and confirmed in writing of the outcome of their application. Parents will be informed if their child is to be placed on a waiting list and his/her position on the list. Waiting lists are current for one calendar year only.

Placement Panel

A Placement Panel will consider all non-local applications and make recommendations on enrolment. The composition of the panel will include the Principal, Assistant Principal, a classroom teacher the school administrative manager and one school community member. The panel will be chaired by the Principal who will have a casting vote.

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.

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 Woodberry 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 Woodberry Public School will be required to follow the guidelines for both local and non-local enrolments set out in this policy.

Further Information Further information regarding policies and procedures applicable to the enrolment of children in government school are set out in Enrolment of Students in Government Schools: A Summary and Consolidation of Policy available through the "Our Policies" section of the New South Wales Department of Education's web site

<https://www.det.nsw.edu.au>

Kindergarten

- All children must be in compulsory schooling by their 6th birthday.
- Children can start Kindergarten at the beginning of the school year if they turn 5 on or before 31 July that year.
- Students should start school at the beginning of the school year.
- Contact your local school to discuss enrolment procedures

Transition to School

Respect ~ Commitment ~ Responsibility



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It is recognised that the transition from early intervention, or other pre-school settings, to school is a significant step, particularly for students with special learning needs. Schools are encouraged to work collaboratively with parents, caregivers and other relevant personnel to facilitate planning for the important transition process.

Pre Enrolment Enquiry Form

When enrolling at Woodberry Public the principal or an executive team member will go through a pre enrolment enquiry form. This form allows us to gather information about the child/ren being enrolment to make sure we have all relevant information for when they start at the school (see appendix 2)

Enrolment appointments

The Principal will conduct a short interview with each new appointment. For your appointment, if your child has **not been previously enrolled in a NSW public school**, you will need to bring these documents with you:

- your child's birth certificate or identity documents,
- proof of student's address - originals of different documents such as your council rates notice or residential lease and electricity bill,
- immunisation history statement based on the Australian Childhood Immunisation Register (ACIR),
- family law or other relevant court orders (if applicable).

If your child is **not a permanent resident** you will also need to provide:

- passport or travel documents,
- current visa and previous visas (if applicable).

For children **already enrolled in a NSW public school** we require:

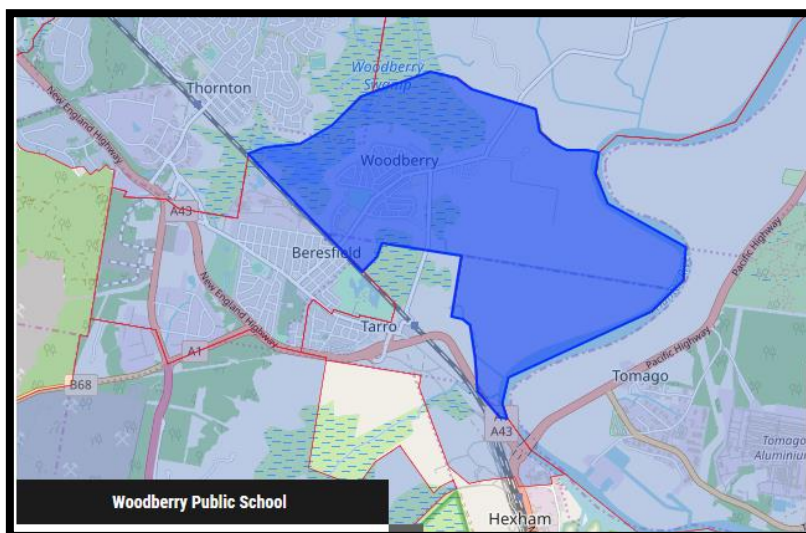
- proof of student's address - originals of different documents such as your council rates notice or residential lease and electricity bill,
- family law or other relevant court orders (if applicable),
- please also bring child's birth certificate for us to sight.

It's important that you tell the principal if your child has any special circumstances, allergies, health or medical conditions, before your child starts school.

After your appointment with us, you may be asked to complete an application to enrol in a NSW public school form and return it to us. We will notify you of the result of your application. Please note that this form must be completed in English. Help is available for parents who do not read English. There are also translations of the enrolment application which may help you fill out the form in English.

Local Zoned Intake Area / Drawing Area

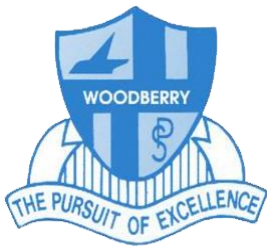
Our school accepts all children from within our local zoned intake area. A non-local application can be made for students not living within the local zoned intake area. This map is a guide. Please contact the school if you are near the border.



Enrolments of Students in NSW Government Schools: A Summary and Consolidation of Policy

POLICY - A summary of the key enrolment policy and implementation documents.

Who?	What?	Where?	When?
Principal	<p>Principal MUST ensure they:</p> <ul style="list-style-type: none"> Enrol local students into Woodberry Public School with relevant documentation Consider non-local enrolments if numbers Create partial enrolments on the basis of student needs 	<ul style="list-style-type: none"> Meeting with Principal in Principal's office 	<ul style="list-style-type: none"> Liaise with other Principals from other schools Speak to parents through an organised time and date to 'meet and greet'
SAO	<p>SAO MUST ensure they:</p> <ul style="list-style-type: none"> Enrol students through correct administration programs (Sentral / ERN) Provide information regarding uniforms etc. now available from the front office 	<ul style="list-style-type: none"> All enrolments are arranged through the school office 	<ul style="list-style-type: none"> Kindergarten enrolments taken throughout the year New enrolments completed on the day of parents coming to school Earlybird (transition to Kindergarten program) enrolments are taken at the end of the year and during Term 1 of the new school year
Teachers	<p>Teachers MUST ensure they:</p> <ul style="list-style-type: none"> Are available to show new parents and students around the school on a 'quick tour' Organise and arrange Kindergarten orientation program at the completion of the school year Organise/arrange transition to high school programs Organise enrolments through ERN for Year 6 students transitioning to high school 	<ul style="list-style-type: none"> Kindergarten classrooms Areas within the school including classroom, canteen, toilets, boundaries etc. Year 6 transition to Francis Greenway High School 	<ul style="list-style-type: none"> Arranged time through school Principal Transition to high school programs beginning in Term 2 Enrolments to be completed in Term 1 for year 6 students transitioning to local high school or 'other' out of area school
<p>Implementation Documents:</p> <ul style="list-style-type: none"> Distance Education Enrolment Procedures Proof of Identity and Residency Status Enrolment of Non Australian Citizens - Procedures and Eligibility 			



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Appendices

- Appendix 1: Pre-enrolment Form
Appendix 2: Enrolment Form



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Appendix 1



Woodberry Public School ENROLMENT ENQUIRY



Student Details	
Full name:	
Date of Birth:	
Year for enrolment (Please circle)	K 1 2 3 4 5 6
Information Required	
1. Enrolment interview conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Registered on ERN?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Ghosted Enrolment Forms printed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Birth certificate provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Proof of Address?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Background Check sent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Background check received?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Risk assessment required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Behaviour management plan required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Special circumstances/additional support needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Student history assessed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Communication of documents to relevant staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Counsellor file requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Counsellor file received?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Paediatrician/other agencies involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. PLSP provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Medical/Health Care Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Integration Funding Support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Intervention/LaST support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Reading Level (please specify number)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Suspension History (if applicable)	<input type="checkbox"/> Short Suspension- continued disobedience <input type="checkbox"/> Short Suspension- aggressive behaviour <input type="checkbox"/> Long Suspension- physical violence <input type="checkbox"/> Long Suspension- persistent disobedience