



# Avoca Beach Public School

## ENROLMENT POLICY

The following policy has been developed with reference to the DEC policy *Enrolment of Students in Government Schools*.

### **Rationale**

Avoca Beach Public School is situated in a well defined geographical area and shares boundaries with Terrigal, Kincumber and Copacabana schools. 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. Avoca Beach enrolls students who live at Avoca Beach i.e. Avoca Beach address and postcode 2251. On enrolment parents need to produce evidence of their permanent address in the Avoca Beach area.

From time to time "Out of Zone" applications are received from parents living outside the Avoca Beach address (including Picketts Valley) who wish to have their children attend Avoca Beach Public School. To consider these applications in light of DEC guidelines and current school conditions, the following policy has been developed.

### **Policy**

This document provides information for the community on the requirements and procedures for the enrolment of students at Avoca Beach Public School.

Boundaries of Avoca Beach Public School feeder area are:

- North to Avoca Lake
- West to the Roundabout at the junction of Avoca Drive and the Scenic Highway
- South to the junction of Cullens Road and Cape Three Points Road

### **Register of Enrolment**

Schools must keep a register, in a form approved by the Minister, of the enrolments of all children at the school. The information will include:

- ✓ the student's name and address;
- ✓ birth date, gender and country of birth;
- ✓ parent or caregiver's details;
- ✓ the date the student enrolled at the school and the class entered; and
- ✓ the date the student leaves, or transfers from, the school.

### **Kindergarten Enrolment**

The principal will advise the parent body and the school community of the enrolment arrangements for each year's Kindergarten intake including the policy on immunisation in Term 3 each school year.

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. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment.

The enrolment of eligible children in the Kindergarten year will commence within the first week of the school year. Whilst it is the intention that children be enrolled at the beginning of the year, parents who choose to enrol eligible children after the beginning of the school year may do so, up to the end of Term 2.

*The Public Health (Amendment) Act 1992* requires parents to provide documented evidence of a child's immunisation status on enrolment to school. Parents have the right of not having their children immunised. However, under the act, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.

### **Early Enrolment of Students Considered to be Gifted and Talented**

When a student is being considered for early enrolment in Kindergarten, the school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This will be undertaken by the school counsellor and may incorporate advice from registered psychologists. Input from the student's parents will also be considered.

A review of current research reveals a consensus that, for successful outcomes, a child should be within 6 months of approved entry age.

### **Enrolment of Non-Australian Citizens**

Non-Australian citizens will be enrolled in accordance with the procedures set out in *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*.

### **Transfer Applications**

Students transferring from another NSW Government school will be required to provide a relevant Student Transfer Certificate. If this is not provided the school will immediately seek such a certificate from the student's last known Government school attended.

### **Short Term Attendance**

Students will be accepted for short term enrolment for reasons such as parents visiting the locality for a brief period or a student being involved in a special program. Short term enrolment periods will not exceed one term. Short term enrolments must be considered in the context of other relevant sections of this document.

### **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 learnt the appropriate skills to manage this behaviour.

### **Non-local Enrolments**

In accordance with the requirements of the DEC the primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation. No "Out of Zone" enrolments will be accepted if additional accommodation or staff is required to cater for them.

The enrolment ceiling for Avoca Beach Public School based on 17 permanent classrooms is **428**.

Within the enrolment ceiling a buffer of 15 places will be reserved for local enrolments.

e.g. <u>Enrolment Ceiling</u>	428 less 15	413
	<u>Actual Enrolment</u>	<u>511</u>
	Spaces available for "out of zone"	<u>0</u>

In the event that vacancies exist outside of the "buffer" the following criteria will be considered as relevant to "Out of Zone" applications by a placement panel consisting of:

- ✓ The Principal
- ✓ A member of the executive
- ✓ A community representative nominated by the school's parent organisation.

The panel will be chaired by the Principal who will have a casting vote.

The development of criteria for the enrolment of non-local students will be the responsibility of the placement panel. The criteria will be consistent with the general principles governing enrolment stated above. In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions.

Each year, when considering applications for non-local enrolments, the placement committee will consider the staffing differential for Kindergarten, Year 1 and Year 2. This may mean a variation of the enrolment ceiling.

### **Criteria for Non-local Enrolment Applications**

All families living outside the school's drawing area, who wish to enrol their children at Avoca Beach Public School, need to apply for non-local enrolment. This includes siblings of students currently enrolled at the school. Criteria for selecting non-local enrolment applications will be documented and made available, in advance, to parents who are interested in seeking enrolment for their child as a non-local placement.

Criteria could include factors such as (criteria are not listed in a priority order):

- proximity and access to the school
- siblings already enrolled at the school
- access to single-sex education
- medical reasons

- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school

The principal will ensure that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

### **Waiting Lists**

Waiting lists may be established for non-local students if required. Parents will be advised in writing if their child is to be placed on a waiting list. The size of the waiting list will reflect realistic expectations of potential vacancies. Waiting lists are current for one 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 will 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 Director, Public Schools will consider the appeal and make a determination. The Director will consult with the relevant principal and school community as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

### **Ratification**

Ratified by the school executive: November 2014

Ratified by the teaching staff: November 2014

Ratified by the P&C/Community: November 2014

Next review date: November 2017

Angela Crowe  
Principal