

# Woolbrook Public School

## ENROLMENT POLICY



**Purpose:** To ensure the school community is aware of entitlements, requirements and procedures when enrolling students.

### Implementation:

- Kindergarten students may be enrolled as long as:
  - their fifth birthday is prior to July 31st in the year they are to commence;
  - necessary forms are completed by parent/care giver; and
  - school administration manager or Principal sights their birth certificate and files their Record of Immunisation

(Parents have the right of not having their children immunised. However, under the Public Health (Amendment) Act 1992, 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.)

- Enrolment forms will be completed and signed by the parent for verification, for students enrolling at the school.

### Enrolment Ceiling for the School:

- The enrolment ceiling is 25 students.

### Enrolment Buffer:

- The enrolment buffer for the school is two. eg. a total enrolment of 23. This will cater for anticipated local demand.

### Non-Local Enrolment Applications:

- Enrolment of students from outside the school's designated local enrolment area should not result in the reorganisation of classes during the year.
- Non-Australian residents must satisfy visa requirement or pay the appropriate fees.
- Non-local enrolment applications will be considered using the criteria set out in 'Enrolment of Students in NSW Government Schools, 2019'.
- If required the school will establish a placement panel to consider and make recommendations on non local enrolment applications. The panel will consist of the Principal, a school community member and a staff representative.
- Appeals against the decision of the placement panel should be made in writing to the Principal.

### Enrolment of Students who are Gifted and Talented:

- Early enrolment of students who are Gifted and Talented will be considered in accordance with procedures in the 'Policy for the Education of Gifted and Talented Students', 2004.

### Enrolment of Students with Special Learning Needs:

- Enrolment of students with special learning needs will be considered in accordance with the criteria outlined in 'Enrolment of Students in NSW Government Schools 2019' and the services and resources available to the school to support students.

### Short-term and Part-time Enrolment:

- Students enrolling for less than one term shall be enrolled on a short term basis. If the student seeks permanent enrolment a new application must be made to the school.

### Enrolment Applications Involving Students With a History of Violence:

- When a student seeking enrolment in the school has a history of violence, the Principal will inform staff about all relevant information available to enable the school to assess the application for enrolment and to prepare the necessary risk assessment.
- 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 behaviour.
- WH&S issues take priority over rights to privacy issues in relation to the enrolment of students with a history of violence. However personal information on a student should be shared only to the extent that it is necessary to protect the health and safety of people at the school.

### Discrimination in Enrolment:

- No student will be discriminated against in enrolment on the grounds listed in the 'Enrolment of Students in NSW Government Schools.'

**Evaluation:** A review of this policy will occur every two years or when required as a result of alterations to DET Enrolment Policies.

### Reference to:

- Enrolment of Students in NSW Government Schools, 2019.  
Policy Document Number: PD/2002/0006/01/v1.0.0

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**Updated:** September 2019