Soldiers’ Settlement Public School
Enrolment Policy

General Principles

• The Education Act 1990 provides that every child has the right to enrol in their local school. For the purposes of the Education Act, child means any student under the age of 18 years of age.

• A student is considered to be enrolled when the Principal has reviewed the ‘Application to Enrol’ form and has accepted and certified the application.

• Parents should be informed of the process regarding the application to enrol including that completion of the application does not necessarily guarantee enrolment.

• Children are entitled to be enrolled at the public school that is designated for their intake area.

• Parents may seek to enrol their child in the school of their choice.

• Local school areas are determined by DET.

• Schools are required to set an enrolment buffer to cater for anticipated local demand.

• The primary criteria for acceptance of non-local enrolments will include considerations of appropriate staffing 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.

• Students presenting with a history of violence will be reviewed according to Departmental enrolment guidelines.

• If the Principal believes there are reasonable doubts about the true residential address of the prospective student, the Principal is entitled seek any information they consider to be of assistance in determining this issue. Usually it will involve sighting documents such as council rate notices, accounts for utilities (electricity, gas or water), telephone bills or lease documents.

• Principals are entitled to obtain from the prospective student/parents a statutory declaration in which the person confirms his or her residential address and that it is to be his or her place of residence.

• The applicant is required to declare the information provided is correct. It also makes it clear the provision of false information can result in the enrolment being reversed. Any decision to reverse an enrolment if this occurs needs to take into account the specific circumstances of the matter.

• If a person provides a statutory declaration which he or she knows to be false, for the specific purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment - section 25A of the Oaths Act 1900.

• If an enrolling parent indicates that there are no primary or secondary documents available, or does not provide a copy of a birth certificate within a period of time specified by the principal, a statutory declaration should be obtained from the parents as to the date of birth of the student.
There is nothing in the Education Act which gives a basis for either a temporary or partial enrolment. A student will either be enrolled in a school or not. In accordance with an agreed individual education plan or as a result of a risk assessment in relation to students with a history of violence, sometimes a student will attend a school on a part-time basis with the view to gradually increasing the hours or days of attendance.

Enrolment Buffer
A buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer is to be based on historical data, enrolment fluctuations and the number of families moving in or out of the area.

Out of Area Enrolments
If an application is made where the student lives out of area, the Principal shall review the enrolment and have regard to vacancies, staffing and accommodation needs. The Principal may also form a panel to assist in the assessment of the out of area application.

In assessing applications, the panel will consider only those matters presented on the application form. All minutes of the panel will be recorded.

Criteria for Non-local Enrolment Application
- 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
- Structure and organisation of the school
- Availability of travel arrangements
- No history of violence

Waiting List
Waiting lists may be established. Parents will be advised if their child is placed on a waiting list.

Appeals
Appeals need to be made in writing to the Principal. If the issue is not resolved at local level, the Director, Public Schools NSW will consider the appeal.

Procedures for Enrolment in Particular Circumstances
Kindergarten enrolment
- Children may enrol in Kindergarten at the beginning of the year if they turn 5 before 31st July in that year.
- Proof of age is required.
- Enrolment is to commence in the first week of the school year.
- Parents need to provide documentation of the child’s immunisation status.
Early Enrolment of Students who are Gifted and Talented
The Principal may decide that early entry is appropriate. Parents should provide appropriate documents (i.e. IQ test results etc.) for the school (in conjunction with the school counsellor), to comprehensively evaluate intellectual functioning, academic skills and social-emotional judgements.

Enrolment of Students with Disabilities
The decision to enrol a student with a disability will depend on the level of student’s educational needs, the expressed desire of the parents and the capacity of the system to provide the level of support required.

Enrolment of Non-Australian Citizens
Education is compulsory for non-Australian citizens between the ages of 6 and 15. Non-Australian citizens must hold a valid visa.

Short Term and Part Time Attendance of Students
The school that a student attends part time (not more than a term) will keep an attendance record and notify the home school at the end of the stay.

Non-approval of Enrolment
When a student seeks to transfer to another DEC school, a Request for Student Records/Transfer Certificate will be sent to the former school (as per School Attendance Policy and Procedures 1991). Enrolment in the new school is not to be finalised (i.e. student details are not to be entered onto the admission register and the student not allowed to attend) until relevant student records from the previous school have been received and any risk assessment considered necessary is completed, and appropriate solutions, including control strategies, commenced (Legal Issues Bulletin No.40).

Principals may choose to not enrol 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 the behaviour.

Reference:
- Guidelines for Enrolment in Government Schools
- Department’s Enrolment of Students in NSW Government Schools – A Summary and Consolidation of Policy
- Legal Issues Bulletin No. 40 – Collection, Use and Disclosure of Information about Students with a History of Violence
- Application to Enrol in a NSW Government School

This policy was created in consultation with the Soldiers’ Settlement staff and community.
Out of Area Enrolment Application

Name of student: ___________________________________  Date of birth: ___/___/____

Residential address: ____________________________________________________________________

Postcode: _____________________________

To be enrolled into Year: _____________

Current School (if applicable): __________________________________________________________

Specific Learning Needs: ________________________________________________________________

Reasons for wanting to enrol at Soldiers’ Settlement Public School:
(may include such factors as siblings, before and after school supervision, specialised programs, compassionate reasons, Department of Defence personnel)
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Parent name: __________________________ Signature: __________________________

(Office use only)

Name of student: ______________________________________

Committee Decision: Approve/ Not Approved  Date of meeting: ___/___/____

Reasons for decision: __________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Principal                    Assistant Principal                    Parent Rep. Panel Member