



Lethbridge Park Public School

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LETHBRIDGE PARK PUBLIC SCHOOL ENROLMENT POLICY

Legislation requires that students between the ages of six and fifteen be enrolled at government or registered non-government schools, and attend each day that instruction is provided. The alternative to this is for students to be registered for home-schooling.

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

No student will be discriminated against in enrolment on the grounds of sex, age, race, religion, ethnicity, or disability.

Children living within the **local area** will be enrolled in accordance with the policies of the NSW Department of School Education.

Parents must provide documentary evidence of their place of residence within the school boundary. This evidence can be in the form of a rent or lease agreement, mortgage papers or utilities account. A driver's license is not considered to be evidence of residential address for in area applications.

The **boundary** of our local area is indicated on maps held in the school office.

Places in each year will be kept open from the start of the year to ensure access for children who move into the local area during the year. The number of places will be based on historical data and predicted enrolment fluctuations. Places in this buffer are not to be offered to non-local students.

Applications for non-local enrolment will be considered only when there are places available in the school. Contact will be made with all non-local applicants to obtain further information, if required.

Criteria for selecting amongst non-local enrolment applications are listed in priority order:

1. Siblings enrolled in Support Unit
2. Sibling(s) already enrolled at the school
3. Safety and supervision of the student before and after school

4. Proximity and access to the school
5. Move from a non-government school
6. Structure and organization of the school
7. Travel arrangements and/or distance

Criteria will be applied equitably to all applicants

An **out-of-area placements panel**, in accordance with Departmental policy, will consist of the Principal, one staff representative and one parent representative nominated by the Parents and Citizens Association. The panel will consider all applications for non-local enrolment when places are available in the school.

Enrolment of Students with Disabilities

When students with disabilities are seeking enrolment into regular classes, an appraisal of the students educational and support needs will occur. This may occur as part of a planned transition process, or at the time the enrolment is sought and may involve the school counsellor and other DET staff.

In determining the most appropriate enrolment options a number of factors will need to be considered including:

- Expressed desire of the parents/caregivers
- Appraisal of educational and support needs
- Capacity to provide the level of support required
- Availability of services at alternative locations

Enrolment of Students who are not Australian Citizens

Applications for enrolment for students other than Australian citizens are dealt with under *Guidelines for Schools - Enrolment of Permanent Residents and Temporary Visa Holders* policy issued by the DET.

Permanent residents and temporary visa holders are subject to the conditions outlined in the above set of guidelines.

Waiting lists will be established for non-local students and will be current for one year. Parents will be advised in writing if their child is to be placed on a waiting list.

Appeals should be made in writing to the Principal and if not resolved at the local level referred to the School Education Director to make a determination.

Kindergarten Enrolment children may enrol in Kindergarten at the beginning of the school year if they turn five on or before July 31st that year. All students attaining the age of six years must be enrolled in a school.

Early enrolment for gifted and talented students:

Parents may apply for early enrolment for gifted and talented students. The process to be followed broadly at Lethbridge Park Public School is as follows:

- Parents approach the Principal to outline their reasons for seeking early entry
- The prospective student will be assessed by the school counsellor. Generally speaking, the student assessment must indicate ability of two standard deviations above the mean
- The student should also be assessed for readiness, social maturity, and willingness to separate from parent

- The school will make the final determination regarding the early enrolment of students

Enrolment buffer:

A buffer exists within the enrolment ceiling, to accommodate local students arriving throughout the year. This buffer is 30 students 3-6, 24 year 2 students, 22 year 1 students and 20 kindergarten students, with at least one vacancy per grade.

Procedures and protocols for all other contingencies can be found in ***“Enrolment of students in Government Schools: A summary and consolidation of policy.” 1997.***