

NORTH NOWRA PUBLIC SCHOOL

75 Judith Drive NORTH NOWRA NSW 2541

Email: northnowra-p.school@det.nsw.edu.au

Ph: 02 4422 7045

ENROLMENT GUIDELINES

RATIONALE

This school's local area is determined by the Department of Education (DoE). Following the Education Act 1990, this school will seek to ensure that every eligible local child will have a place at North Nowra Public School if they choose to enrol here. To create an optimum learning environment, North Nowra Public School has determined the following enrolment policy to ensure a learning environment that maximises learning opportunities for all students.

GENERAL PRINCIPLES

1. The school recognises and follows the procedures outlined in the Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (August 1997).
2. A student is considered to be enrolled when their complete data has been entered and verified by the Principal, and these details are entered into ERN.
3. A student will be enrolled from another state school once the Student Transfer Certificate is complete. Students will continue to be enrolled until issued with a Student Transfer Certificate to another state school or until enrolling in a non-government school.
4. The school recognises the importance of its position within the local community and the ease of transport when attending a local school. For these reasons, the school supports the local enrolment of students.
5. The school rejects any discrimination in enrolment on any grounds, including age, race, religion, ethnicity, sexuality or physical disability (provided that the school has sufficient support services to deal effectively with the particular disability).
6. A student is considered to have ceased his or her enrolment when either the school is notified in writing of this by the parent/caregiver or when, after a significant period of non-attendance, no response is received to enquiries concerning attendance/enrolment.

Havenlee School is a separate school from North Nowra Public School. The North Nowra Public School Support Unit is a regional resource with an enrolment procedure different from North Nowra Public School's enrolment procedures. These two educational settings require an Access Request Application to be completed for Regional Placement Panel to determine eligibility and enrolment placement.

APPLICATION TO ENROL

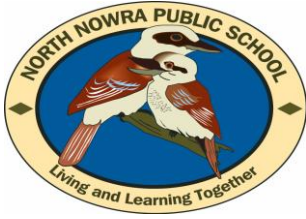
Applications for enrolment are made online via our website. Parents/carers will be required to complete an "Online Enrolment Application".

Parents and Carers are required to attend an interview at the school. It may be necessary for parents to produce previous school reports and other related documents at this interview. It must be noted that until a completed application has been accepted by the school, and the enrolment completed in ERN, a child's enrolment at North Nowra Public School has not been finalised.

OUT OF AREA APPLICANTS

Applications for out of area enrolment to North Nowra Public School must complete the online 'Out of Area' (OoA) application and the 'Student Enrolment Information' - including the Out of Area application form. The form must also be signed and stamped by the 'in area school' (according to the residential address of the child) Principal before the application form will be accepted. Detailed reasons and documentation need to be made available with the application to enable the OoA Enrolment Panel to consider the application. The OoA Enrolment Panel may contact families, current or previous educational environments for additional information as required. The Principals of both schools may also consult before enrolment is accepted or finalised.

All out of area applications will be considered for enrolment by an OoA Enrolment Panel. The panel will comprise of a Community Representative identified by the North Nowra Public School Parents & Citizens Association, an Instructional Leader and an Assistant Principal. The school will accept out of area enrolments based on the following criteria (in no particular order). **No single criterion will guarantee automatic placement.**



NORTH NOWRA PUBLIC SCHOOL

75 Judith Drive NORTH NOWRA NSW 2541

Email: northnowra-p.school@det.nsw.edu.au

Ph: 02 4422 7045

Criteria that may be considered:

- Siblings already enrolled at the school (not including the Support Unit)
- Safety and supervision of students before and after school
- Compassionate circumstances
- Proximity and access to the school
- Supported Medical Reasons

The Director Public Education is advised of all out of area applications that are accepted and may direct the OoA Enrolment Panel to decline an application if they deem that North Nowra Public School does not have placement capacity to support out of area enrolments.

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decision in writing, should it be requested.

OoA Enrolment Panel will also consider the following circumstances to ensure that safety, well-being, and learning success can be supported for enrolling students and the school's current enrolments.

- Are there sufficient vacancies within the school's establishment limits to accommodate the student while still allowing for possible local enrolments?
- The student has a satisfactory record of attendance, behaviour and progress at the previous school/s of enrolment.
- The student should be able to travel to and from the school in a way that is considered to be reasonable and will not impact their social and academic progress.
- The student has no history of violence or anti-social behaviour at their previous school (or before attending school) unless demonstrated that appropriate skills have been learnt to manage these behaviours. The school will also need to address and review Risk Management Controls before the enrolment may be completed
- Student must show the appropriateness of age for the school cohort.
- Can the school offer adequate human and physical resources to meet the needs of the enrolling student? This will depend heavily upon the student's educational needs and the availability of support services.

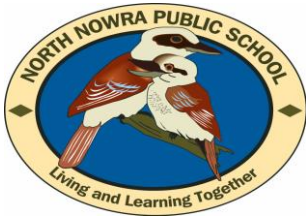
In some circumstances, the level of support required will make it necessary for the Principal to direct students to alternative enrolment options and placements.

WAITING LISTS

A waiting list will be established for out of area students seeking placement in Kindergarten (if numbers deem this necessary). Parents will be advised in writing if their child is to be placed on a waiting list. Waiting lists are current for one year only. Students on waiting lists must be in full attendance at another school while waiting (if of school-age). The Principal will reconvene the panel in the event of an additional non-local enrolment.

APPEALS

Where a parent wishes to appeal against the panel's decision, the appeal should be made in writing to the Principal. The school recognises that if the situation is not resolved at the local level, parents have a right to appeal to the Director, Education Leadership, to determine. Such appeals would be successful only if the school has failed to follow its stated criteria or has failed to observe any directions given in Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (August 1997).



NORTH NOWRA PUBLIC SCHOOL

75 Judith Drive NORTH NOWRA NSW 2541

Email: northnowra-p.school@det.nsw.edu.au

Ph: 02 4422 7045

PART-TIME ENROLMENT

Students are generally enrolled in the school on a full-time basis. In exceptional circumstances, however, part-time enrolments may occur. These circumstances might include:

- Students who undertake some of their studies external to the school
- Students with medical conditions enrolling in distance education
- Students requiring support to re-engage with school or require reduced enrolment to have educational success at school while transitioning into school.

The exemption must be applied for and approved for part-time enrolment to be endorsed

ENROLMENT OF STUDENTS WITH SPECIAL NEEDS

Enrolment of students with special learning needs will be undertaken in collaboration with parents, carers, school and DoE personnel to consider the full range of options available to meet the student's learning needs and consider any risk management concerns.

Enrolment of students with disabilities will be considered after input from parents, school staff, district appropriate DoE staff and other professionals, in line with the NSW Department of Education Disability Inclusion Action Plan 2016-2020. There are no Sibling Rights for students enrolled in the North Nowra Support Unit.

ENROLMENT OF NON-AUSTRALIAN CITIZENS

Non-Australian students will be enrolled under the Overseas Students and Visitors Policy 2013. The Principal will:

- enrol students from overseas following the appropriate DoE policy and DE International guideline
- enrol temporary residents following DoE policy and Temporary Residents Program procedures

DE International provided advice about:

- Temporary residents program - holders of other visas including tourist or visitor visas All applications must be supported with a current visa for the student and their parent/s.

Seek advice, complete an application and submit to:

International Student Program

Telephone: 1300 300 229 (Option 2)

ENROLMENT IN DISTANCE EDUCATION

Distance Education can be provided for students whose special circumstances prevent them from attending school regularly. Single subject programs are provided for students in subjects not offered at the school. Strict special conditions apply to these enrolments. Refer Distance Education Enrolment Procedures 2002.

SHORT TERM AND PART-TIME ATTENDANCE

For a variety of reasons, a student may be enrolled for a short time at school. The student will remain enrolled at the home school, and the host school will send a record of attendance to the home school at the end of the stay or at the end of each term. When a student attends a specialised program at another school, such as classes for behaviour or emotional disorder or a hospital school, they will remain enrolled at the homeschool — exemption from School Procedures 2005.