



NORTH NOWRA PUBLIC SCHOOL

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North Nowra Public School's Enrolment Guidelines

RATIONALE

This school's local area is determined by the Department of Education (DoE). In accordance with the Education Reform 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. In an endeavour to create an optimum learning environment, North Nowra Public School has determined the following enrolment policy to ensure a learning environment which maximises learning opportunities for all students.

VERIFICATION OF LOCAL RESIDENCY

For a student to be enrolled as a local placement, parents will be asked to provide proof of residency that they live in the local area and that the child being enrolled also lives in the local area.

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 he or she is placed in the admission register of the school.
3. 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.
4. 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.
5. 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.
6. 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).
7. The school does not believe that it is generally advisable for new enrolments to occur in Term IV of any year if it can be logistically avoided. It is recognised that this decision needs to be made on a case by case bases.
8. Students wishing to enrol at the school in the following year will be required to complete an "Application to Enrol in a NSW Government school" form. It must be noted that until a completed application to enrol form has been accepted by the school, a child's enrolment at North Nowra Public School has not been finalised. If accepted, an official confirmation of enrolment will be provided to parents via phone call or letter.

CRITERIA FOR NON-LOCAL APPLICANTS

All non-local applicants will be considered for enrolment by a Non- Local Enrolment Panel. The panel will comprise of a Community Representative identified by the North Nowra Public School Parents & Citizens Association, an Instructional Leader, an Assistant Principal from the stage student is

enrolling in. The school will accept non-local enrolments based on the following criteria (in no particular order). **No single criterion will guarantee automatic placement.**

Applications for Out of Area Enrolment to North Nowra Public Schools must complete a Non-Local Application form and have their form signed and stamp (school) by their 'in area school' Principal, before submitting the application form. Detailed reasons and documentation need to be made available with the application, to enable the Non- Local Enrolment Panel to consider the application.

Criteria that may be considered:

- Proximity and access to the school
- Supported Medical reasons
- Safety and supervision of the students before and after school (if no alternative resources can be identified)
- Other compassionate circumstances

Department of Education policy does not provide 'sibling rights' as a criteria for Out of Area Enrolment. Under the following circumstances, students of siblings may be considered (but not guaranteed) for enrolment by the Non- Local Enrolment Panel as 'other compassionate circumstances'.

- If the enrolled sibling was previously 'in area' to North Nowra School and family, have moved out of area since the enrolment
- If the enrolled sibling met one or more of the criteria for Out of Area Enrolment at time of enrolment

Havenlee is a separate school and North Nowra Public School Support Unit is a regional resource with an enrolment procedure separate from North Nowra Public School's enrolment procedures

The applicants family will be directed to consult with the Principal of their in area school before making application at North Nowra Public School. The Principals of both schools will also consult before enrolment being accepted.

The Director Public Education is advised of all out of area applications that are accepted at may direct the Non- Local 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.

Non- Local Enrolment Panel will also consider the following circumstances to ensure that safety, well-being and learning success can be supported for the enrolling student and 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 on 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 it can be demonstrated that appropriate skills have been learnt to manage these behaviours.
- 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 an alternative enrolment.

ENROLMENT PANEL

It will consist a Community Representative identified by the North Nowra Public School Parents & Citizens Association, an Instructional Leader, an Assistant Principal from the stage student is enrolling in. The committee will be chaired by the Instructional Leader.

WAITING LISTS

A waiting list will be established for non-local 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 placement panel in the event of an additional non-local enrolment. The list may be re-prioritised if the panel believes the additional enrolment more suitably fits the school criteria than applicants placed lower on the list.

APPEALS

Where a parent wishes to appeal against the decision of the Placement Panel, 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 of appeal to the Director, Education Leadership to make a determination. 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)**.

TRANSFER APPLICATIONS

Students from non-government schools, interstate or from New Zealand, will be enrolled at this school consistent with its policy. The Principal, in consultation with the school counsellor and other relevant specialist teachers, will determine the appropriate year and level of study for the enrolling student.

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 FORMS

Caregivers/Parents are required to attend an interview at the school before any enrolment being considered. At this interview, it may be necessary for parents to produce previous school reports and other related documents. Should a student be accepted into the school, information will be required concerning student details. Parents will be required to complete an "Application to Enrol in a NSW Government School". It must be noted that until a completed application to enrol has been accepted by the school, a child's enrolment at North Nowra Public School has not been finalised.

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 to take into consideration of 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 in accordance with the appropriate DoE policy and DE International guideline
- enrol temporary residents in accordance with 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 via for student and parents.

Seek advice, complete application and submit to:

International Student Program

Telephone: 1300 300 229 (Option 2)

Email: isc@det.nsw.edu.au

ENROLMENT IN DISTANCE EDUCATION

Distance Education can be provided for students whose special circumstances prevent them from attending school on a regular basis. 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 is attending 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.

REGISTER OF ENROLMENT

The school's Register of Enrolment will be centrally maintained.