

Tamworth South Public School

ENROLMENT POLICY



The following policy has been developed with reference to the DEC policy *Enrolment of Students in Government Schools*.

Rationale

Tamworth South Public School is situated in Petra Avenue Tamworth. Its main drawing area is South Tamworth. The school drawing area shares boundaries with Hillvue Public School, and Tamworth West Public School and Westdale Public School. 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.

On enrolment parents need to produce evidence of their children's' status as a local student in the Tamworth South Public School zone. A map of Tamworth zones is available at the school office or by checking the school finder tool: <https://education.nsw.gov.au/school-finder>

ENROLMENT OF LOCAL STUDENTS.

To be enrolled as a 'local student', applicants are required to prove that they are bona fide permanent residents of a dwelling the address of which is in a geographical area designated for the school by the Department as the school's local area.
(<https://education.nsw.gov.au/school-finder>)

This proof of address evidence must include:

- A current Council Land Rates notice OR a Residential Tenancy Agreement of at least 12 months duration (sub letting agreements will not be accepted as proof of residence), and
- At least two of the following current documents:
 - ❖ Electricity account
 - ❖ Gas account
 - ❖ Home telephone account (landline)
 - ❖ Centrelink documents or Medicare account
- In circumstances where applicant students do not reside with both or either parent, the school will rely on Family Court orders to determine the child's place of residence NOTE: only original documents will be accepted as proof of address evidence.
- In some cases, additional evidence as specified by the Principal may also be required where applicants for enrolment as local students fail to provide the required evidence of their permanent residence, they will be treated as non-local students for the purpose of enrolment

From time to time "Out of Zone" applications are received from parents living outside the Tamworth South Public School zoned area from parents/carers who wish to have their children attend Tamworth South Public School. To consider these applications in light of DEC guidelines and current school conditions, the following policy has been developed.

Policy

This document provides information for the community on the requirements and procedures for the enrolment of students at Tamworth South Public School. Parents enquiring as to whether they are in the boundaries of Tamworth South Public School drawing area can view boundary maps at the office or office staff can use the intake zone inquiry software to answer questions. The school finder tool is available at <https://education.nsw.gov.au/school-finder>

Register of Enrolment

Schools must keep a register, in a form approved by the Minister, of the enrolments of all children at the school. The information will include:

- ✓ the student's name and address;
- ✓ birth date, gender and country of birth;
- ✓ parent or caregiver's details;
- ✓ the date the student enrolled at the school and the class entered; and
- ✓ the date the student leaves, or transfers from, the school.

Kindergarten Enrolment

The principal will advise the parent body and the school community of the enrolment arrangements for each year's Kindergarten intake including the policy on immunisation in Term 3 each school year. Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment.

The enrolment of eligible children in the Kindergarten year will commence within the first week of the school year. Whilst it is the intention that children be enrolled at the beginning of the year, parents who choose to enrol eligible children after the beginning of the school year may do so, up to the end of Term 2.

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment to school. Parents have the right of not having their children immunised. However, under the act, 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.

Non-local Enrolments

In accordance with the requirements of the DEC the primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation. No "Out of Zone" enrolments will be accepted if additional accommodation or staff is required to cater for them.

The enrolment ceiling for Tamworth South Public School based on 24 permanent classrooms + 4 Special Education Support + 1 GAT class is 710

With the enrolment ceiling a buffer of 25 places reserved for local enrolments.

e.g. <u>Enrolment Ceiling</u>	710
	Actual Enrolment 665 + 25 local area buffer
	Spaces available for "out of zone" <u>20</u>

In the event that vacancies exist outside of the "buffer" the following criteria will be considered as relevant to

"Out of Zone" applications by a placement panel consisting of:

- ✓ The Principal
- ✓ Members of the executive

Criteria for Non-local Enrolment Applications

Criteria for selecting non-local enrolment applications will be documented and made available, in advance, to parents who are interested in enrolling their children.

Criteria could include factors such as (criteria are not listed in a priority order):

- proximity and access to the school
- medical reasons
- safety and supervision of the student before and after school
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school

The principal will ensure that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

Waiting Lists

Waiting Lists will be established for out of Zone students if required. Parents will be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list will reflect realistic expectations of potential vacancies. Waiting lists are current for one year only.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. Where required, the principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter.

If the matter is not resolved at the local level the Director of Schools – Peel will consider the appeal and make a determination. The Director of Schools - Peel will consult with the relevant principal and school community as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

NB: Each year, when considering applications for “Out of Zone” enrolments, the placement committee will consider the staffing differential for Kindergarten, Year 1 and Year 2. This may mean a variation of the enrolment ceiling.

Ratification

Ratified by the school executive: July 2018

Ratified by the P&C/Community: August 2018

Next review date: March 2019

Mrs Leonie Byrne
Principal