

# Sefton Infants School



Working Together

## K-2 Student Enrolment Policy

Updated August 2019

# **Sefton Infants School** **K-2 Student Enrolment Policy**

## **LEGISLATION / DEPARTMENT OF EDUCATION POLICY STATEMENT**

*The Education Reform Act 1990* outlines the objects of education and the legal requirements for compulsory schooling. The legislation requires students between the ages of six and fifteen to be enrolled for schooling. Section 22 of the Education Act (1990) states that it is the duty of the parent of a child of compulsory school age to cause the child:

- a) to be enrolled at, and to attend, a government school or a registered non-government school, or
- b) be registered for home schooling with the Board of Studies and to receive instruction in accordance with the conditions to which the registration is subject.

This school enrolment policy should be read in conjunction with the NSW Department of Education's *Enrolment of Students in NSW Government Schools and General Enrolment Procedures (2019)*.

## **ENROLMENT CAP**

Every school with a designated intake area has an enrolment cap which is set centrally by the Department of Education. The cap is the number of students that can be enrolled based on the school's current permanent classroom accommodation and class size limits.

Sefton Infants School has an enrolment cap of **88** students.

Schools that have exceeded their enrolment cap will not enrol non-local students, unless required by the Director Educational Leadership.

## **LOCAL ENROLMENT BUFFER**

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. The size of the enrolment buffer is set locally by the principal and approved by the Director Educational Leadership. The enrolment buffer is reviewed annually and set in time for assessing applications for the following year's enrolment intake. Places in the buffer will not be offered to non-local students.

The current local enrolment buffer for Sefton Infants School is **84**.

## **APPLICATIONS FOR ENROLMENT**

Information is collected from parents about each student enrolling at the school.

Proof of age in the form of an original birth certificate or passport needs to be sighted and copied.

Valid proof of current residential address of the child also needs to be sighted and copied. This could include evidence of current council rate notices, accounts for electricity, gas or water, telephone bills, lease documents or electoral enrolment confirmation. If there is no formal lease arrangements in place, a statutory declaration from the 'landlord' confirming the student's residential address during the school year needs to be provided.

## **APPLICATIONS FOR ENROLMENT – CONTINUED**

If the school has exceeded its enrolment cap or reached its local enrolment buffer or received more non-local enrolment applications than available places, the prescribed 100-point residential address check will be used to confirm that the student being presented for enrolment lives within the school's intake area. (See Appendix A).

The Public Health (Amendment) Act 1992 requires that parents provide documented evidence of the student's current immunisation status on enrolment in school. Students who are not immunised may be excluded from school during an outbreak of a vaccine preventable disease.

Non-Australian citizens entering Australia must hold a valid visa. Education is compulsory for non-Australians between the ages of six and fifteen holding a visa granting them permanent resident status and New Zealand citizens holding current New Zealand passports. Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions.

Parents may also be asked to provide relevant documents to support the child's enrolment at the school, including medical conditions or information on particular additional learning and support needs. In some student enrolment circumstances, it may be required to complete risk assessments, health care plans or collect other relevant information or resources before the commencement of the student's enrolment to ensure the school is ready to cater for the student's particular needs. Parents' signatures are required on the application for enrolment form to certify that all of the information provided for their child on the form is correct. Any false or misleading information given on the application form may lead to any decisions made regarding the application to be changed or reversed.

## **NON-LOCAL ENROLMENT**

Non-local enrolment applications are only considered if the school can accommodate the student below the set enrolment buffer level. In determining whether the school can accommodate a child the principal considers the child's age, the type of school, the resources of the school and the existing number of permanent classrooms and other facilities at the school.

Except for enrolments at the commencement of the school year, the school will only accept non-local enrolments below the enrolment buffer into classes with available places.

If the demand for non-local enrolment exceeds the number of available places below the enrolment buffer, the school will establish an enrolment panel to consider and make decisions on all non-local applications. The enrolment panel will consist of an executive staff member to chair the panel, at least one teaching staff member nominated by the principal and one school community member nominated by the school's parent organisation.

When the school's enrolment level is close to the local enrolment buffer, the principal is required to inform the principal of the child's local school when considering the non-local enrolment application and seek approval from the Director Educational Leadership.

Non-local enrolment applications require the *Application to enrol in a NSW Government school* and a non-local application form to address the selection criteria and provide any supporting documentation.

The parents/carers and students submitting non-local applications for enrolment may be required to attend an interview with the principal or his/her delegate.

## **NON-LOCAL ENROLMENT CRITERIA**

The school will only accept non-local enrolments below the enrolment buffer into classes with available spaces. Current grade numbers and recommended class sizes for the Department of Education are: Kindergarten = 20; Year 1 =22; Year 2 = 24.

The following criteria are considered when selecting non-local enrolment applications:

1. Siblings already enrolled at the school
2. Applicant's proximity and access to the school
3. Safety and supervision of the student before and after school
4. Exceptional compassionate family circumstances
5. Student's age for Kindergarten enrolment (i.e. Students turning 6 years of age who must start Kindergarten in the current year will be prioritised.)

## **WAITING LISTS**

Waiting lists may be established for non-local students. The length of the waiting list reflects realistic expectations of potential vacancies. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list.

## **KINDERGARTEN ENROLMENTS**

The principal will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children, including the policy on immunisation.

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. While it is the intention that children be enrolled at the beginning of the school year, parents may choose to enrol eligible children after the beginning of the school year up to the end of Term 2. Students on transfer and children reaching the statutory age of six years will be enrolled in accordance with enrolment cap and local enrolment buffer.

## **TRANSFER APPLICATIONS**

Students from other government or non-government schools, interstate may be enrolled at the school consistent with this policy. A *Request for student background information and documents* form will be collected from the student's previous government school before enrolment at the school commences to ensure that the school has adequate information and any necessary safeguards are in place for the transferring student and the school.