This policy is supported by Department of Education and Communities Guidelines for Enrolment in Schools, August 1997 and the Education Reform Act 1990. All students between the age of 6 and 15 are required to be enrolled at school. It is the duty of the parent or carer of the student to ensure these obligations are fulfilled.

General Principles Governing Enrolment

- A student is considered to be enrolled when he or she is placed on the admission register.

- 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 and that the child is eligible to attend.

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

- School local areas are determined by the Department of School Education through a process involving consultation between the Properties Directorate and the Director, Public Schools.

- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.

- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.

- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

- The policy and criteria should be expressed in plain English, and in community languages where necessary. It should be made clear what consideration will be given to each of the criteria.

Enrolment Ceilings

Each school will establish an enrolment ceiling, based on available permanent accommodation. In schools where spare accommodation exists, except for enrolments at the commencement of the school year, non-local placements must not generate demand for extra staff, or create disruption to school routine. Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area.

At Burrawang our total enrolment will be approximately 40 students because all students are in two multi-stage classes and the student/teacher ratio needs to be at a level which is most beneficial to the students and school. As our enrolments for each grade may vary significantly from one year to the next it is impossible to place an exact number on the maximum for each classroom. Upon reaching 52 students, an additional class would be established.
Enrolment Forms

Information will be collected from parents about each student enrolling at the school. Enrolment forms are used for collecting the required information from parents. Parents’ signatures are required on the forms to certify that the information provided is correct. Any change to information collected at enrolment needs to be put in writing and given to the school so they can update their system.

Non-local Enrolment

Parents can complete an application for “out of area” or “non-local” enrolment at Burrawang PS. They must meet at least one of the criteria. For students wishing to transfer from other local DET schools, the Principal will contact the previous school Principal to discuss the application.

Where demand for non-local places exceeds availability, or as required, the school will establish a placement panel to consider and make recommendations. The composition of the panel is to include one staff member, other than the principal, and one school community member nominated by the school’s parent organisation. The panel will be chaired by the principal who will have a casting vote.

Criteria for Non-local Enrolment Applications

Criteria for selecting amongst non-local enrolment applications are documented and made available, in advance, to parents on request. The criteria for Burrawang Public School are:

- Siblings already enrolled at the school
- Structure and organisation of the school
- Proximity and access to the school
- Medical reasons
- Compassionate circumstances
- Safety and supervision of the student before and after school
- Special interest and abilities

The principal will ensure that the established criteria are applied equitably to all applicants.

Waiting Lists

A waiting list may be established for non-local students. 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 waiting list is current for one year.

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 principal will seek to resolve the matter. If the matter is not resolved at the local level the Director, Public Schools will consider the appeal and make a determination. The Director, Public Schools will consult with the relevant principals as necessary.
**Kindergarten Enrolment**

The principal will advise 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. 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 is to commence within the first week of the school year.

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child’s immunisation status on enrolment in schools, pre-schools and child care centres. Information is contained in the booklet, Immunisation – An Essential Guide to the New School Entry Requirements, which is available from the Student Welfare Directorate. Parents have the right of not having their children immunised. However, under the Public Health (Amendment) Act 1992, 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.

**Enrolment of students with special learning needs**

Where a student with a disability presents for enrolment at Burrawang PS, it is the responsibility of the Principal to ensure that an appraisal of the student’s educational needs is carried out.

Appraisals will involve parent or caregivers and will entail consideration of the student’s support needs in areas such as curriculum, mobility, social skills, personal care and communication. It will often involve consideration of supporting documentation from medical practitioners, and other health and education professionals.

In many situations it will be possible to enrol a student with a disability at Burrawang PS with the necessary level of specialist support. In some circumstances, due to the level of support required, or the specialist nature of that support, (as identified through the appraisal) enrolment may need to be made at an alternate location.