

CHILLINGHAM PUBLIC SCHOOL

ENROLMENT POLICY

Date: August 2019

Introduction:

Any child between the ages of six and seventeen is required to be enrolled at a government, registered non-government school or training, and is to attend each day that instruction is provided or to be registered for home schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

A student is considered to be enrolled when he or she is placed on the admission register of a 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 and that the child is eligible to attend.

Chillingham Public School's intake area is determined by the NSW Department of Education, the Properties Directorate and the School Director.

A map of the intake area is available on our school website at www.chillingha-p.schools.nsw.gov.au

No person will be discriminated against enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Policy:

Enrolment Ceiling and Buffer

- Chillingham Public School has an enrolment cap of 92, based on 4 permanent classrooms with a buffer of 6 students, to accommodate designated intake area students enrolling throughout the year.

Placement Panel

- A Placement Panel will consider applications and make recommendations when demand for non local places exceeds availability.
- The composition of the panel will include the Principal, a teacher and one school community member nominated by the School's P&C organisation.
- The panel will be chaired by the Principal who will have the casting vote.

Procedures:

Local Enrolment Applications

- A student whose address falls within the designated intake area will be entitled to enrol at Chillingham Public School in accordance with the policies of the NSW Department of Education and Training.
- Proof of residence is required to substantiate the application. The school must sight original documentation of either Council Land Rates or Rental Lease Agreements.
- Two other documents must also be provided. Water rates, Gas account, Electricity account or Motor Vehicle registration are examples of acceptable forms of documentation.
- All documents must be in the parent/'s name and will be confirmed by the school.
- Children may enrol for Kindergarten if they turn five years of age on or before 31 July in that year.
- Original documentation providing proof of age is required. Either birth certificate or passport can be used to provide this information. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.
- All parents enrolling children must produce a proof of immunisation status. Parents can find out more by reading the NSW HEALTH guidelines regarding procedures for a child who is not immunised.
- An interview with the Principal may be held prior to new enrolments. Information will be sought during the interview to determine any special needs including ESL and funding support for disabilities.
- Parents planning to enrol their child at a school that is **near** or **at its buffer** will be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area. This means parents will need to provide documents to verify the child's current address.



Non-Local Enrolments

- Applications for non-local enrolments will be considered only when there are places available in the school. The enrolment will not create the need for additional staff and accommodation under any circumstances.
- If the school is **not near its buffer**, then siblings should be able to be enrolled at the school.
- If the school is **nearing its buffer**, then the school will form a non-local enrolment panel to consider the application for siblings to enrol.
- If the school is **at capacity**, it will not accept non-local enrolment applications of siblings, unless there are exceptional circumstances.

Waiting Lists

- A waiting list will be established for non-local students. All applications received will be dated and numbered. This will be used when considering non-local area applications.
- Parents will be advised that their child is to be placed on a waiting list.
- Waiting lists are current for one calendar 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 should 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 Public Schools NSW will consider the appeal and make a determination. The Director will consult with the principal as necessary.
- The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Enrolment of Non – Australian Citizens

- Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).
- Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions.
- It is a requirement of Chillingham Public School that all enrolments of students on temporary visas are to seek authorisation via the Temporary Visa Holders Unit.
- Approval by the unit and sighting of original documentation must be submitted with the application to enrol.
- Non-Australian citizens seeking enrolment at Chillingham Public School will be required to follow the guidelines for both local and non local enrolments set out in this policy.

Refusal of Enrolment

- Under DET policy, the Principal may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour.