

## **Narrabri Public School Enrolment Policy**

Parents may seek to enrol their child in the school of their choice, therefore any parent or carer may seek enrolment at Narrabri Public school.

**Enrolment Data:** information for each child enrolling at Narrabri P.S will be collected to:

- comply with legal requirements;
- satisfy school and departmental administrative purposes; and
- meet resourcing, accountability and reporting requirements.

**Enrolment Forms:** Narrabri P.S uses the department's school enrolment forms which are to be completed by the parent / guardian of the enrolling child for the collection of the necessary information required by both the school and NSW department of Education and Training. The parent / guardian is required to sign the form to certify that the information provided by him / her is correct. Our school administrative staff and AEO are happy to assist in the completion of forms where necessary.

**Legislative Requirements:** legislation requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school, and to attend school each day that instruction is provided or to be registered for home schooling. It is the duty of the care giver of the student to ensure that these obligations are fulfilled.

### **General Principles**

- Parents may seek to enrol their child in the school of their choice.
- 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.
- No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference.

**Kindergarten Enrolment:** children may enrol in kindergarten at the beginning of the school year if they turn five years of age on or before 31<sup>st</sup> July. Documentation of proof of age, is required (birth certificate, passport) as is proof of immunisation status. Parents have the right of not having their child immunised; however under the Public Health Act of 1992, in the event of a breakout of a vaccine preventable disease, unimmunised children will be required to stay at home for the duration of the outbreak.

**Enrolment Ceiling – Narrabri P.S:** based on the available permanent accommodation and the current K-2 government mandatory class numbers, the current enrolment ceiling at NPS is set at approximately 415 students (K-6). Therefore no new accommodation or staff will be provided for increased enrolments resulting from non-local placements.

Therefore once enrolments reach 390-400, enrolment will not be offered to non-locals.

### **Placement Panels**

Where demand for non-local places exceeds availability the school will establish a placement panel to consider all non-local enrolment applications. The panel will comprise the Principal (or nominee), a staff representative and a school community member (nominated by the school council).

In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions. The decisions made by the placement panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year.

### **Feedback**

Parents will be provided with an explanation of the decision of the placement panel.

### **Criteria for consideration of Non-local Enrolment Applications**

- siblings already enrolled at the school
- medical reasons
- proximity and access to the school
- compassionate circumstances

### **Waiting Lists**

Waiting lists may be established for non-local students. Parents should be advised in writing if their child is to be placed on a waiting list and his or her position on it. Waiting lists are 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. If the matter is not resolved at the local level the district superintendent will consider the appeal and make a determination.