

Enrolment Procedures Framework

John Palmer Public School Enrolment Policy is based on current policy of the NSW Department of Education and Training – *Enrolment of Students in Government Schools (August 1997)*.

Local Enrolment

John Palmer Public School must accept enrolments for Kindergarten students within the designated drawing area provided that they turn five years of age on or before 31 July of that year. Enrolments must also be accepted for students from other grades within the drawing area.

The NSW Public School Finder website can be used to identify your local school. A map showing the school boundaries is also available at the school office.

Enrolment Ceiling and Buffer

The enrolment ceiling is based on the amount of available permanent accommodation at the school. No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements, nor will additional staff be appointed.

A buffer is the number of places kept aside to accommodate local enrolment demands and is established in consultation with the School Education Director.

The unadjusted enrolment ceiling for John Palmer Public School is 425 students. This is based on 17 permanent classrooms with an average of 25 students in each.

NOTE: The school has exceeded its enrolment ceiling and is currently closed to out of area applications except in extremely exceptional circumstances. Offers to these students are not guaranteed and will be made at the discretion of the Enrolment Placement Panel. Acceptance of siblings of students already enrolled at John Palmer Public School is dependent on availability of space being available in the year that the student is to be enrolled.

Enrolment Placement Panel

The Enrolment Placement Panel will consider and make recommendations for non-local applications. The composition of the panel is to be determined locally but must include at least 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.

The panel meets on the first Friday of each month during the term if there are applications to consider.

The panel for Kindergarten enrolments for the following year will meet during the first week of December.

Enrolment Placement Panel Process

The Enrolment Placement Panel will:

- Assess the written application
- Record all decisions

The Principal will:

- Inform the parent/carer of the decision of the Enrolment Placement Panel in writing

Criteria for Non-local Enrolment

The following are criteria which may be considered for non-local placement at John Palmer Public School:

- siblings already enrolled at the school
- medical reasons
- compassionate circumstances

Appeals

Parents/Carers can appeal the decision of the Enrolment Placement Panel in writing to the Principal. The Principal will seek to resolve the appeal, but if not resolved at the school level, a Director- Public Schools NSW will consider the appeal and make a determination.

Kindergarten Enrolment

Students may enrol in Kindergarten at the beginning of the school year if they turn five on or before 31 July of that year.

An original birth certificate or passport is required on enrolment. *The Public Health (Amendment) Act 1992* requires parents/carers to provide a *History of Immunisation Statement* on application to enrol. If parents choose not to have their child immunised, under the Act, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be excluded from school for the duration of the outbreak. Proof of residence in the form of three original documents is also required.

The school determines the commencement date for Kindergarten which may be staggered over a number of timeslots and days but will occur as close to the start of the school year as practical. Whilst it is more advantageous for Kindergarten students to commence school at the beginning of the school year, parents/carers may choose to enrol their child up until the end of Term 2.

Local High School Placement

Government Secondary Schools have a designated drawing area. Students residing within that drawing area are entitled to enrol at their designated intake school. The local high school for students residing in the John Palmer Public School drawing area is The Ponds High School.

Students with Disabilities

The decision on where to enrol a student with a disability will depend on a number of factors including the student's educational needs and the capacity of the system to provide the level of support required.

Applications will be considered on an individual basis. It is the responsibility of the Principal to ensure that an appraisal of the student's needs is carried out, including a risk assessment, risk management plan, curriculum, mobility, social skills, personal care and communication. It may involve consideration of supporting documentation from health and other educational specialists.

Review

This policy will be reviewed as required to reflect current NSW Department of Education policy and the changing demographic of the school.