



STANFORD MERTHYR INFANTS SCHOOL

ENROLMENT POLICY

The following policy has been developed with reference to the DET policy *Enrolment of Students in Government Schools*.

Rationale

Stanford Merthyr Infants School is situated in a defined geographical area and shares boundaries with Pelaw Main and Kurri Kurri Public Schools. 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. Stanford Merthyr enrolls students who live in the defined area. On enrolment parents need to produce evidence of their permanent address in the Stanford Merthyr area.

Parents may seek to enrol their child in the school of their choice. Quite often "Out of Zone" applications are received from parents living outside the area, who wish to have their children attend Stanford Merthyr Infants School. To consider these applications in light of DET guidelines and current school conditions, the following policy has been developed.

Stanford Merthyr Infant' School's enrolment policy reflects this and the DET policy on Enrolment of Students in Government Schools.

Enrolment Data

Information for each student enrolling at Stanford Merthyr Infant School will be collected and maintained to:

- * Comply with legal requirements
- * Satisfy school and departmental administrative requirements
- * Meet resourcing, accountability and reporting requirements

Enrolment Forms

Stanford Merthyr Infants School uses the DET school enrolment forms, which are completed by the parent or guardian of the enrolling child to provide the necessary information required by school and DET. School administrative staff will be happy to assist in the completion of forms or with questions arising where necessary. Enrolment forms can be downloaded from our school website.

A student is considered to be enrolled at Stanford Merthyr Infants School when he or she is placed on the admission register of our school.

Register of Enrolment

Schools must keep a register, in a form approved by the Minister, of the enrolments of all children at the school. The information will include:

- * the student's name and address;
- * birth date, gender and country of birth;
- * parent or caregiver's details;
- * the date the student enrolled at the school and the class entered; and
- * the date the student leaves, or transfers from, the school.

Legislative Context

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 on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent of the student to ensure that these obligations are fulfilled.

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

Responsibilities of the Principal

With regard to enrolment, the school principal is responsible for:

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With regard to enrolment, the school principal is responsible for:

- * Preparing an enrolment policy in consultation with the school community
- * Informing present and prospective members of the school community about provision available at the school
- * Managing the school enrolments within the resources provided to the school
- * Advising the School Education Director of enrolment and curriculum trends in the school
- * Maintaining accurate and complete enrolment data
- * Establishing an enrolment ceiling to cater for anticipated local demand
- * Setting an enrolment number (a buffer) to cater for anticipated local demand during the year
- * Establishing a placement panel when demand for non-local places exceeds available accommodation
- * Documenting and promulgating the criteria for selection amongst non-local enrolment applications to parents and the school community
- * Making decisions on non-local enrolments at the school level wherever possible.
- * For non local enrolments the Principal notifies the Principal of the local school that the student is zoned for and notifies them of the parents preference to have their child attend here for years K-2. I ensure that I have places available and am under my **ceiling of 88 students with a buffer of 5 students** kept for local area enrolments.
- * All non local enrolments are informed that their child will be zoned to attend their local school when the student is in Year 3.

Enrolment Ceilings

Stanford Merthyr Infants School has an enrolment ceiling of approximately 88 students based on 4 permanent classrooms. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local enrolments.

Placement Panels

If the demand for non-local places exceeds availability, Stanford Merthyr Infants School will establish a placement panel to consider and make recommendations on all non local enrolment applications. The panel will consist of the Principal, a member of the teaching staff and a P&C Association member. The Principal who will also have a casting vote, will chair the panel.

The decisions made by the placement panel will be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year.

Also, each year, when considering applications for "Out of Zone" enrolments, the placement committee will consider the staffing differential for Kindergarten, Year 1 and Year 2. This may mean a variation of the enrolment ceiling.

The placement panel will record all decisions and minutes of meetings will be available on request to the School Education Director

Criteria for Non-local Enrolment Applications

Criteria for selecting amongst non-local enrolment applications should be documented and made available, in advance, to parents who are interested in enrolling their children.

Criteria could include factors such as:

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

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

Waiting Lists

Waiting lists 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 the position on it. The size of the waiting list will reflect realistic expectations of potential vacancies. ***Waiting lists will be 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 purpose of the appeal is to determine whether the stated criteria have been applied fairly. The Principal will seek to resolve the matter and use the resources of the School Education Director and Maitland District Office to assist in the resolution of the matter.

Kindergarten Enrolment

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 through Orientation visits and newsletters.

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.

Whilst it is the intention that children be enrolled at the beginning of the year, parents who choose to enrol eligible children after the beginning of the school year may do so, up to the end of Term 2.

The principal will enrol in Kindergarten, students on transfer and children reaching the statutory age of six years.

Enrolment of children with learning difficulties or special needs

A number of factors will be considered when enrolling a student with a disability:

*Level of support required

*Specific individual educational needs required

* Availability of SLSOs and training or support required for them to support specific needs of the child

*Expressed desires of parents

*Health Care Plans, Risk Assessment, Behaviour Plans, Communication system between school and home

This Policy will be reviewed annually.

Ratification

Ratified by the teaching staff: November 2019

Next review date: November 2020

Anne Carr

Principal