



March, 2009

## Enrolment Policy

### **Rationale**

Current legislation requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school, to attend school on each day that instruction is provided or to be registered for home-schooling.

*Enrolment of Students in Government Schools: Summary and Consolidation of Policy, 1997.*

### **Principles Governing Enrolment**

- Children are entitled to enrol at Riverstone Public School if their home is within the designated intake area as defined by the Department of Education and Training.
- Parents are entitled to seek enrolment for their child at Riverstone Public School even if their home is outside the school's designated intake area.
- No person will be discriminated against when enrolling their children on the grounds of their sex, age, race, ethnicity, disability, sexual preference or marital status.

### **Enrolment Ceilings**

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements.

### **Placement Panels**

A placement panel will be established when demand for non-local places exceeds available accommodation or raises class sizes above recommended levels. The composition of the panel will include the principal (chairperson) and 2 members of staff.

### **Criteria For Non-Local Placements to Enrol at Riverstone Public School**

The following criteria are made available to parents who are seeking non-local enrolment:

- Siblings already enrolled
- Student welfare needs
- Particular education programs and philosophy
- Safety and supervision of students before and after school and proximity of out of school hours care facility
- Medical reasons
- Proximity and access to Riverstone Public School
- Compassionate circumstances

### **Waiting List**

A waiting list would only need to be established should the enrolment ceiling be reached.

### **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 in that year.

Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment as is immunisation information. Parents have the right not to immunise their children. However, 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.

### **Early Entry of Students Who Are Gifted or Talented**

Parents may seek early enrolment of their child if they are intellectually gifted or talented. A comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment will be undertaken by the school counsellor, with input from parents and appropriate personnel. Observation of the child in the school setting may also be included to gather necessary data in order to make an informed decision.

### **Enrolment of Students with Special Learning Needs**

When a student with a disability presents for enrolment, an appraisal of the student's educational needs will be carried out by the Learning Support Team and involve parents or caregivers, other health professionals and District Personnel as required. Other areas for consideration may include communication levels, participation, personal care and movement. Consideration will also be given to supporting documentation provided by medical practitioners, health care workers and education professionals. Services, which may need to be investigated as a part of the student's ongoing enrolment, include:

- ✓ targeted funding, specialist teachers and consultancy services
- ✓ modifications to buildings to facilitate access
- ✓ provision of specialised equipment and technology
- ✓ special transport needs

### **Enrolment of Non-Australian Citizens**

The New South Wales government allows students who hold temporary visas, including temporary resident visas, student visas, visitor visas and bridging visas, to enrol in government schools, subject to certain conditions. Non-Australian citizens who live within this school's feeder area may seek enrolment. Those living outside the feeder area may seek non-local placement as per the procedures previously described.

Students must hold a valid visa and must meet the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA). Students cannot continue to be enrolled after their visas have expired.

Most students who hold temporary visas are required to pay the *Temporary Visa Holders Education Fee*. Some visa categories are exempt from paying the fee. Enrolment will be accepted for the length of the valid visa.

When seeking enrolment, parents will be provided with a *Temporary Visa Holders Applying to Enrol in a Government School Application Form*. The completed application form must be forwarded to the International Business Unit (IBU), together with the payment if applicable. The IBU will then issue an *Authority to Enrol in a NSW Government School*. Students cannot enrol until this authority has been received by the school.

Parents are to provide documented evidence of a student's immunisation status upon enrolment.

### **Transfer Applications**

Students from other government or non-government schools, interstate, New Zealand and Australian External Territories, who live within the school's feeder area may be enrolled. When students transfer from a NSW government school to Riverstone Public School, a Student Transfer Certificate must be presented. Students records from interstate can be accessed using the interstate forms.