

COFFS HARBOUR PUBLIC SCHOOL

ENROLMENT POLICY 2018

Students are entitled to be enrolled at the government school that is designated for the intake area within which the student's home is situated and that the child is eligible to attend.

This policy has been developed in accordance with the NSW Department of Education '*Enrolment of Students in Government Schools Summary and Consolidation of Policy 1997*'

The school has set an enrolment number ceiling to cater for local demand and to seek to ensure that every eligible local student has a place for enrolment if he or she chooses to attend this school.

The boundary for enrolment of students into this school is all of the streets located within the Coffs Harbour Public School zone area. A copy of maps and street boundaries is available from the school office.

Documentation is required when making application to enroll at this school. This may include council rate notices, accounts for electricity, gas or water, telephone bills, lease documents or electoral enrolment confirmation.

Non-local enrolments will be accepted based on assessment against the criteria specified below and the availability of permanent classroom accommodation. A separate application form is required if parents seek non- local enrolment.

Enrolment Ceiling

The enrolment ceiling for this school is:

Coffs Harbour currently has twenty three permanent classrooms. This qualifies our school to have an enrolment ceiling of 590. We currently have 461 students enrolled in 23 classrooms. The enrolment ceiling will be set by the number of buildings on site at any one time. The Coffs Harbour Public School enrolment policy reflects the principles outlined in the NSW Department of School Education Policy 'Enrolment of Students in Government Schools' August 1997.

Enrolment Buffer

A buffer has been determined for this school to accommodate local students arriving throughout the year. Places in the buffer cannot be offered to non-local students.

- (a) The buffer for K-2 is two (2) places per class, the buffer for Years 3-6 is (1) place per class.
- (b) Out of Zone Applications will be encouraged to return to their in-zone school to determine whether movement can be avoided.
- (c) A waiting list will be established for non-local enrolments consistent with DoE guidelines and will lapse after one year.
- (d) Parents seeking a non-local enrolment of a sibling of a child already enrolled at the school will have priority over other non-local applicants.

No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements.

Non-local enrolment

Where non-local placements exceed availability of positions the school has established a placement panel to consider and make recommendations on all non-local enrolment applications. The panel will convene as required.

A written application on the out of intake area application form must be completed addressing the following criteria.

Non-local enrolment criteria (Not in any order of priority)

- **Medical reasons** e.g., Access to specialist local medical services
- **Disability** e.g. Wheelchair access
- **Siblings** Other siblings already enrolled at the school
- **Compassionate** (exceptional circumstances)
- **Proximity and access to the school**
- **Safety and supervision of the student before and after school**

When parents are addressing the criteria it should be clear and concise and specifically prove the case for enrolment of the student, to the placement panel.

The panel will evaluate the application and make a recommendation to accept or reject the application based against the criteria.

Appropriate documentation relating to the criteria should be included as the placement panel will base their decision on this information. Applications are often rejected based on insufficient documentation and an inappropriate case.

- *Oral or other submissions will not be accepted.*
- *Applications containing false or misleading information will be rejected.*

Waiting Lists

Waiting lists may be established for non-local students. 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. The principal will seek to resolve the matter. If the matter cannot be resolved it will be referred to the Director, Public Schools for a determination.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Kindergarten Enrolments

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before July 31st. Documentation including birth certificate or passport and immunisation certificate is required on enrolment. Parents who do not have their child immunised will be required to keep their child at home during an outbreak of a vaccine prevented disease.

The Principal will enrol in kindergarten, students on transfer and children reaching statutory age of six years old.

Refusal of Enrolment

The Principal may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the child has not learnt the appropriate skills to manage their behaviour.

Negotiated Part Time Attendance Plan

The Principal may need to implement a negotiated part time attendance plan to support a child's transition into the school. It may allow time for support structures to be implemented for ease of transition. Supports may include physical, medical, social and emotional. A negotiated attendance plan must be agreed to by the Director, Public Schools before the plan is put in place.



NON- LOCAL ENROLMENT APPLICATION AT A NSW GOVERNMENT SCHOOL

Please read the information and Privacy Statement on this page before completing this form.

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Section A- Student information

Student's family name _____ Date of birth ___ / ___ / ___

Student's given name _____ Male Female

Student's address _____ Postcode _____

Name of parent/carer _____

Phone contact numbers Work _____ Home _____
Mobile _____

Student's current school _____

Grade that student is currently in (pre-school or K-6) _____

Section B – Placement at your local government school

The designated local school for your child is:

Please tick this box if you have another child enrolled at this school

Mandatory: Please note this section must be completed before consideration can be given to the enrolment of your child at Coffs Harbour Public School

I have discussed enrolment at my local school _____ Public School
where I spoke to _____ on the ___ / ___ / ___ and whose position
at the school is *Principal* *Ass. Principal*

I have also applied to enroll my child at the following non-local school:

Signature of parent/carer _____ Date ___ / ___ / ___

PRIVACY STATEMENT

The personal information provided on this form entitled is being collected for the purpose of coordinating potential enrolments applications in NSW Government Schools. It will be used by staff of the Department of Education for general student administration and communication and for other matters relating to the coordination of potential enrolment applications. The information provided on this form may be disclosed to other schools. While the provision of this information is voluntary, if you do not provide all or any of this information it may limit the Department's ability to promptly assist you in coordinating your child's future application for enrolment in a NSW government school. This information will be stored securely. You may access or correct any personal information provided by contacting the school.



Reasons for wishing to attend non-local school (Please tick appropriate box and address criteria below)

CRITERIA

- Medical reasons
- Disability
- Siblings at this school
- Compassionate
- Proximity and access to the school
- Safety and supervision of the student before and after school

Reasons:

If necessary, you may attach additional information in support of your request