

Learning For Life

## ENROLMENT POLICY

The information contained in this policy is consistent with the guidelines outlined in the NSW Department of Education and Communities (DoE) policy *Enrolment of Students in Government Schools*.

Document Link:

[https://education.nsw.gov.au/policy-library/related-documents/V03\\_pd02\\_06\\_enrolment\\_of\\_students.pdf](https://education.nsw.gov.au/policy-library/related-documents/V03_pd02_06_enrolment_of_students.pdf)

### General Principles Governing Enrolment

- A student is considered to be enrolled when he or she is placed on the admission register of a school.
- A student should be enrolled in one school only at any given time.
- 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.
- Parents may seek to enrol their child in the school of their choice.
- School local areas are determined by the Department of School Education through a process involving consultation between the Properties Directorate and the Director, Educational Leadership
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

## **Local Enrolment Applications and Proof of Residence**

A student whose address falls within the designated intake area will be entitled to enrol at Mayfield West Demonstration School in accordance with the policies of the NSW Department of Education.

Proof of residence is required to substantiate the application. The school must sight original documentation of either Council Land Rates or Rental Lease Agreements. Other documents may include water rates, gas account, electricity account or Medicare account. All documents must be in the parent/s name and will be confirmed by the school.

Children may enrol for Kindergarten if they turn five years of age on or before 31 July in that year. Original documentation providing proof of age is required. Either birth certificate or passport can be used to provide this information. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.

All parents enrolling children must produce a proof of immunisation status. Parents can find out more by reading the NSW HEALTH guidelines regarding procedures for a child who is not immunised.

## **Proof of Age and Name**

While a birth certificate is the primary document that establishes a child's date of birth, there is no legal requirement for schools to rely on a birth certificate for this purpose. If a birth certificate is not available, the principal can rely on a range of secondary documents such as a passport, Australian Childhood Immunisation Register (ACIR) a hospital birth card, or a statutory declaration. Students under the age of 18 must be enrolled in and be known by the name which appears on their birth certificate.

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

Students who reside outside the Mayfield West local area can make an application for enrolment at the school.

Note: the decision regarding whether a non-local student may be enrolled is initially made within the context of the school enrolment ceiling and buffer. The school has currently exceeded its permanent accommodation and enrolment ceiling.

**Criteria could include factors such as** (criteria are not listed in priority order)

- Proximity and access to the school
- Medical and compassionate circumstances
- Siblings currently enrolled
- Substantial student welfare/wellbeing interests

## **Placement Panel**

A placement Panel will consider applications and make recommendation when demand for non local places exceed availability. The composition of the panel will include the Principal, an Assistant Principal and a school community member nominated by the School's P&C organisation. The panel will be chaired by the Principal who will have a casting vote.

## **Waiting Lists and Appeals for Non-local Applications**

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 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 Director, Educational Leadership of Public Education for MWDS will consider the appeal and make a determination. The Director, Educational Leadership will consult with the principal and the school community as necessary.

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

Non - Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).

Non - Australian citizens holding a temporary visa are subject to specific enrolment conditions.

It is a requirement of Mayfield West Demonstration School that all enrolments of students on temporary visas are to seek authorisation via the Temporary Visa Holders Unit. Approval by the unit and sighting of original documentation must be submitted with the application to enrol. This unit will issue an Authority to Enrol certificate. Non - Australian citizens seeking enrolment at Plattsburg Public School will be required to follow the guidelines for both local and non-local enrolments set out in this policy.

Further information regarding policies and procedures applicable to the enrolment of children in government school are set out in *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy* available through the "Our Policies" section of the New South Wales Department of Education's web site: <https://www.det.nsw.edu.au>

## **Refusal of Enrolment**

The principal may refuse enrolment of a student on the grounds of previously documented violent behaviour as defined in the Department of Education and Training Suspension and Exclusion of Students Policy. If there is evidence that the student has not learned the appropriate skills to manage or improve this behaviour, or the necessary support can not be gained and put in place for the student, then the enrolment can not proceed

A child on suspension will not be enrolled until the suspension made by the previous school has been resolved.

## **Enrolment Ceiling**

Mayfield West Demonstration School has an enrolment ceiling based on 14 permanent classrooms and providing a buffer to accommodate designated intake area students enrolling throughout the year. The school currently has 16 classes.

Within this enrolment ceiling, a buffer has been determined to ensure that new local students arriving throughout the year can be accommodated. Places within the buffer are not offered to non-local students.

Mayfield West Demonstration School will maintain a buffer across classes as follows:

- **Kindergarten** (max 20 students per class)  
Once enrolments reach 18 no non-local enrolments will be accepted.
- **Year 1** (max 22 students per class)  
Once enrolments reach 20 no non-local enrolments will be accepted.
- **Year 2** (max 24 students per class)  
Once enrolments reach 22 no non-local enrolments will be accepted.
- **Year 3-6** (max 30 students per class)  
Once enrolments reach 28 in each class no non-local enrolments will be accepted.

**Once buffers are met Mayfield West Demonstration School enrolment will not be offered to non-local applicants.**