



School Enrolment Policy

Purpose:

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

Aims:

- To maintain accurate records of all enrolled students.
- To ensure students are enrolled in only one school only at a given time.
- To determine all local eligible children have a place at their local school if they choose to attend it.
- To clarify the grounds on which non local enrolments will be accepted.
- To establish an enrolment ceiling based on permanent accommodation.
- To determine a buffer to accommodate local students arriving throughout the year.
- To develop sound communication links between school and wider community concerning student enrolment.

Implementation:

- All students of school age who live within the Denman Public School zone are entitled to enrol at the school.
- The enrolment ceiling for Denman Public School, based on 8 permanent classrooms is 216 students.
(1 x Kindergarten-20 max, 1 x Year 1-22 max, 1 x Year 2 - 25 max and 5 primary classes 30 max)
- A buffer of 10% will be maintained as a reservation for local enrolments in all classrooms.
- No "Out of Zone" enrolments will be accepted if additional accommodation or staff are required or the buffer is less than 10% in an individual class.
- A placement panel will be formed to review out of zone enrolments if necessary, consisting of:
 - The Principal
 - Parent Representative
 - School Administration Manager



Criteria for non-local enrolment applications

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

Procedure:

- 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, residency documentation is required on enrolment. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.
- The principal is to ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children.
- The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment in schools. Information is contained in the booklet, Immunisation - An Essential Guide to the New School Entry Requirements, which is available from Student Welfare Directorate.
- Parents have the right of not having their children immunised. However, under the Public Health (Amendment) Act 1992, 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.

Enrolment of Students with Special Learning Needs/Students with Disabilities

The Department of School Education provides a range of services and resources to support the education of students with disabilities. These include:

- targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes
- special classes within regular schools
- special schools
- modifications to buildings to facilitate access
- provision of specialised equipment and technology



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- special transport services.

Monitoring/Evaluation/Review:

- Regularly monitor student enrolment
- Completion of projected enrolments ERN Semester 2 each year
- Completion of confirmed enrolment census - February

Reference:

Enrolment of students in Government Schools – A summary and consolidation of policy, 2016

Reviewed: July 2017 Megan Druitt – Principal