



# MARTINS GULLY PUBLIC SCHOOL

## **Enrolment Policy** (Effective October 2019 onwards)

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### **Rationale:**

Martin's Gully Public School is a small school on the western side of Armidale. An enrolment ceiling has been set to a maximum of seven classes. Set class sizes are dependent on age/grade level. In accordance with the NSW Department of Education and Communities policies, no person will be discriminated against when seeking enrolment for their children on the grounds of sex, race, religion, ethnicity, disability, sexual preferences or marital status.

### **Enrolment Criteria:**

It is generally assumed that all children seeking enrolment at Martin's Gully Public School will be able to be accepted if they are of an appropriate age, are in our locally zoned area, and staff and classroom accommodation is available. In the event of more children applying for enrolment than places available, the enrolment committee will hold discussions to consider applications for limited positions. All students living within the Martin's Gully Public School zoned area will be accepted.

### **Martin's Gully Enrolment Buffer and Cap**

The enrolment buffer for Martin's Gully, as set by the Department of Education, is 162 students. The enrolment cap is 174 students.

### **Enrolment of Siblings:**

The revised NSW Department of Education Enrolment policy clarifies the enrolment rights of siblings of non-local students.

Like other non-local students, siblings may not be enrolled at a school that has reached its cap or local enrolment buffer, level unless there are exceptional circumstances.

Exceptional circumstances in relation to sibling enrolment will be through agreement of the Principal and Director, Educational Leadership. Siblings of currently enrolled students who were local when enrolled, but are now non-local because of boundary changes, are also entitled to enrol, even if their school is over the buffer or cap. In schools that are allowed to accept non-local students, the selection criteria for non-local enrolment, where possible, will give priority to siblings of existing students.

### **If the school has exceeded its cap of students:**

The school may only accept local students, unless directed by the department or in consultation with the Director, Educational Leadership related to exceptional circumstances.

The prescribed 100-point residential address check will be used to verify local student status.

### **If the school enrolment is nearing the local enrolment buffer level:**

The school may receive more non-local enrolment applications than the places available below the buffer. Enrolment applicants from local students will be processed first. The prescribed 100-point residential address check will be used to verify local student status. An enrolment panel will assess non-local enrolment applications. The selection criteria will not include academic ability,

performance or achievement and will prioritise siblings of current students, where possible. The criteria will be made available to the school community and parents who are interested in enrolling their child. The principal will inform the principal of the child's local school when considering the non-local enrolment application, and to seek approval of the DEL before making an offer to enrol the child.

**If your school is able to accommodate all enrolment applications:**

There is no need to form a selection panel to assess non-local enrolment applications.

Local arrangements, as determined by the DEL, may be in place to manage non-local enrolment applications.

**Enrolment in Kindergarten:**

Children may be enrolled in Kindergarten at the beginning of the year if they turn 5 years of age before the 31<sup>st</sup> July of that year. The Principal will ensure that proof of age is available, check and copy the child's immunisation records and copy proof of address (such as a driver's licence).

Parents have the right not to immunise their children, however, under the Public Health 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.

Whilst it is the intention that all students will enrol at the beginning of the year, late enrolments will be accepted at the discretion of the Principal.

A Kindergarten orientation program will run in Term 4 of each year to familiarise prospective students with school life before they commence Kindergarten the following year.

**Martin's Gully Procedures for Kindergarten Enrolment**

1. Parents will be advised that applications for enrolment are available from the school or online and should be completed prior to the end of Term 2 each year. They will also be advised of the policy regarding non-local enrolment and be requested to complete an application for non-local attendance.
2. Details of addresses given for local enrolment will be checked for accuracy.
3. The placement panel will meet prior to the end of Term 3 each year. They will consider all applications and make decisions based upon this stated policy.
4. The school will then notify parents of successful and unsuccessful applications, advising parents of this policy, reasons of non-acceptance, and of waiting lists.
5. An orientation program will be held during November each year giving an opportunity for parents to be more fully informed about the school and procedures as well as easing the transition of children into Kindergarten.

**Proof of Address:**

As per the NSW Department of Education's enrolment policy, a standard 100 point proof of address process is required for all new enrolments.

### **Martins Gully Placement Panel**

Each year the school will establish a placement panel to consider all non-local enrolment applications. This panel will be chaired by an executive staff member and will include the School Administration Manager, a parent representing the P & C and any other representative as determined by the Principal.

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

### **Criteria for Selection of Enrolment Applications**

The selection criteria for Martins Gully Public School in priority order are:

1. Repeating students.
2. Local area students.
3. Siblings of non-local students already enrolled.
4. Non-local students – consideration will be given to the following factors in priority
  - a) Safety and supervision of student before and after school
  - b) Proximity to the school eg, Proctor Street, Baldwin Avenue.
  - c) Closest school to their residence.
  - d) Special circumstances (as per non local school placement form).

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

All students that do not live in Martin's Gully zone must complete a non-local primary school placement. Bus routes have no bearing on eligibility for enrolment.

### **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, Public Schools will consider the appeal and make a determination. He or she will consult with the relevant principals and school communities as necessary.

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

### **Enrolment of Students with Disabilities:**

The Department of Education provides a range of services and resources to support the education of students with disabilities. The Principal will access all necessary assistance and resources to cater for the needs of any student with a disability, in negotiation with the School Education Director.

### **Early Enrolment of Students who are Gifted and Talented**

When a student is being considered for early entry to Kindergarten, the school will carry out a comprehensive evaluation of intellectual function, academic skills and social and emotional adjustment. This should be undertaken by the school counsellor. Judgements made about student's emotional maturity should include input from the classroom teacher and parent(s).

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

The NSW Department of Education has very clear guidelines when enrolling students with temporary visas and those citizens who are permanent residents. The Principal will confirm with the Director, Educational Leadership Armidale for up to date procedures when enrolling such students.

**Enrolment Data:**

Parents will be required to complete and sign an “Application to Enrol” form provided by the school. They will also need to complete an “Out of Zone” application form if they are out of the Martin’s Gully Public School zone.

The Principal will collect and analyse enrolment information as required by the NSW DEC. The Principal will keep the Director, Educational Leadership Armidale informed of general enrolment trends and report on specific data as required.