



Enrolment of Students Guidelines- 2020

Ref: <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools-a-summary-and-consolidation-of-policy> and <https://education.nsw.gov.au/school-finder>

What is the purpose of the Enrolment of Students?

The purpose of this guideline is to ensure that all students who present for enrolment at Pacific Palms Public School are treated in a fair and equitable manner according to Department of Education procedures. No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

What are the requirements of the Enrolment of Students?

- A student is considered to be enrolled when he or she is placed on the admission register of our 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 Education through a process involving consultation between the Properties Directorate and the district superintendent.
- 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.
- The policy and criteria will be expressed in plain English but will not be stated in order of precedence.

The School's Responsibility

Our school must make sure that there is space for enrolling children who live in the local area. The pressure on schools' resources means that we are required to apply a strict policy regarding 'non-local applications'. It is no longer a given that a sibling of a child, already enrolled, will be guaranteed enrolment if the family is now living 'non-local'. When a family moves to a 'non-local' area, any children currently enrolled are allowed to remain at the school to complete their primary school education. The primary conditions for accepting 'non-local' enrolments are the availability of appropriate staff and permanent classroom accommodation. Classes formed at the beginning of the school year are designed to ensure placement for local enrolments.

Parents' and Carers' Responsibility

You must provide:

- An accurately completed Application for Enrolment.
- Your child's Birth Certificate – the original to be included in the application and our Administration staff will copy and return the original to you. Our administration staff is required to certify that they have made a true copy from the original.
- Evidence of your child's Immunisation History – this can be obtained online.
- Proof of residence in the local area.
- Other documentation as may be requested.

And, most importantly, you must **guarantee** that all information provided to the school is **accurate** and **true**.

Consequences of Providing Incorrect or Misleading Information

Section 34A of the Education Act 1900 allows the Director-General to **terminate** the enrolment of a child if the enrolment was based on false information or a false document. This is clearly stated on the Application for Enrolment form.

Further, the **penalty** for knowingly providing false or misleading information to a school when applying for enrolment is up to **two years imprisonment and/or a \$22,000 fine**.

**Documents for Proof of Identity,
Date of Birth and Address**

Birth Certificate	Council rate notice
Electoral Roll confirmation	Electricity/gas/water account
Lease document	Telephone bill
Statutory Declarations if you are living with no formal lease from yourself and/or your 'landlord'.	

NSW DoE Class Size Ratios

Year	No of Students
Kindergarten	20
Year 1	22
Year 2	24
Year 3 to Year 6	30

Enrolment Ceiling

Pacific Palms Public School has an established enrolment ceiling in regards to being able to offer enrolments to Non Local Enrolments, based on available permanent accommodation. Primary schools figure is 25.67 students per permanent teaching space to determine the ceiling figure. Demountable buildings are not counted towards as permanent building; our school has a ceiling cap of 185 students.

Pacific Palms Public School Enrolment-2020

Total enrolment capacity for 2020	185
Enrolment buffer to accommodate in-zone students who may arrive throughout the year	8
Enrolment ceiling for "non-local" (out of zone) enrolments for 2020	185-8=177
Actual enrolment for 2020	280
Outcome for 2020	No places are available for "non-local" enrolments

What processes are in place to support/review the Enrolment of Students?

Waiting List

A waiting list will be established for non – local students. All applications received will be dated and numbered. This will be used when considering non local area applications. Parents will be advised by telephone and confirmed in writing of the outcome of their application. Parents will be informed if their child is to be placed on a waiting list and his/her position on the list. Waiting lists are current for one calendar year only.

Placement Panel

A Placement Panel will consider all non-local applications and make recommendations on enrolment. The composition of the panel will include the Principal, Assistant Principal, a classroom teacher the school administrative manager and one 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.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. Where required, the Principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter. If the matter is not resolved at the local level the School Education Director will consider the appeal and make a determination. The School Education Director will consult with the Principal as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly. If a parent wants to appeal the decision of the placement panel they should do so in writing. If the principal cannot resolve the matter, then the Director will consider the appeal and make a decision.