



Kenthurst Public School Enrolment Policy

This policy is drawn from departmental recommendations as found in 'Enhanced Enrolment Procedures' of 2006. There is a concurrent legal obligation to accord every eligible child the right to enrol in his or her local government school, and every parent of a school-aged student has the duty to ensure their child attends school. There are five projects, which will also assist principals and other staff, in strengthening the enrolment process.

Local enrolments are guided strictly by the legal requirements of the Policy and provided that those legal requirements are met, all local enrolments will be accepted within the current school structures.

Current Enrolment

The enrolment pattern of Kenthurst School has increased from 187 (2011) to 225 (2016). The mobility factor for any one school year is less than 2%. Strong student growth in numbers has occurred due to successful liaisons with both the local Pre-schools and Galston High School. A significant, positive cultural shift, focusing on Academic Excellence and The Performing Arts including Tournament of Minds, Eisteddfods, Public Speaking and a comprehensive Dance program has occurred over the past 5 years. Kenthurst Parents appreciate Public Education and all that it has to offer and the previous, steady stream of movement to the non-government schools from Years 4 and 5, has ceased.

There were 11 students in Year 6 in 2011, in 2016 there are now 30 Year 6 students.

Kenthurst Public School has 16 classrooms. There are 9 classrooms.

Rooms used for other purposes include:

-  The School Library
-  The Learning Centre
-  Staffroom
-  Computer Room
-  Resources
-  Reading Recovery /LAST
-  Before and After School Care.

Within this context the following policy guidelines are effective from the commencement of the 2016 school year.

1. Children living within the **local area** will be enrolled in accordance with the policies of the NSW Department of Education and Communities.
Parents must provide documentary evidence of their place of residence within the school boundary. This evidence can be in the form of a rent or lease agreement, mortgage papers or utilities account.
2. The **School Intake** and High School placement, is determined using The Zone enquiry Tool.
3. Places in each year will be kept open from the start of the year to ensure access for children who move into the local area during the year.

4. Out of Area enrolments (*Galston Community of Schools*). A signed document pertinent to GCoS was signed in 2014, with the expectation that there would be transparent conversations between Principals. GCoS principals were to advise parents to speak to the Principal of their local school, prior to making an application for out of area enrolment. Principals were to keep their colleagues informed.
5. **Criteria for selecting amongst non-local enrolment applications** are listed in priority order:
 - i. Sibling(s) already enrolled at the school
 - ii. Safety and supervision of the student before and after school
 - ii. Proximity and access to the school
 - iv. Sibling(s) who attended the school in the past.
 - v. Compassionate circumstances

Criteria will be applied equitably to all applicants.

6. An **out-of-area placements panel**, consisting of the Principal, School Administration Manager, P&C President or representative, Executive teacher will consider all applications for non-local enrolment when places are available in the school.
7. **Enrolment of Students with Disabilities**
When students with disabilities are seeking enrolment into regular classes, an appraisal of the students educational and support needs will occur. This may occur as part of a planned transition process, or at the time the enrolment is sought and may involve the school counselor and other DEC staff. (*Michael Mysercough*)

In determining the most appropriate enrolment options a number of factors will need to be considered including:

- Expressed desire of the parents/caregivers
- Appraisal of educational and support needs
- Capacity to provide the level of support required
- Availability of services at alternative locations

8. **Enrolment of Students who are not Australian Citizens**
Applications for enrolment for students other than Australian citizens, are dealt with under *Guidelines for Schools – Enrolment of Permanent Residents and Temporary Visa Holders* policy issued by the DET.

Permanent residents enrolled in government schools have access to the same educational provisions as Australian citizens.

Temporary residents and temporary visa holders are subject to the conditions outlined in the above set of guidelines.

11. **Appeals** should be made in writing to the Principal and if not resolved at the local level referred to the School Education Director to make a determination.