
K-6 Enrolment Procedures

Preamble

This policy has been prepared in consultation with the school P&C committee and aims to provide guidelines for the future enrolment of pupils K – 6 at Cardiff South Public School. Although the school's enrolment has been quite stable over the past few years, there has been a noticeable climb towards our enrolment ceiling and therefore clear procedures for considering non local enrolments are necessary. **These procedures will become effective from Term 2, 2018** and remain current for three years. It is to be read in conjunction with *Enrolment of Students in NSW Government School (1997)*. Cardiff South Public School has an on-site Department of Education (DoE) Preschool. The preschool has separate enrolment procedures in line with departmental requirements.

Legislative Context

The government school system of New South Wales exists to provide a high quality education for all students. The *Education Act (1990)* outlines the objects of education and the legal requirements for compulsory schooling. In brief, the legislation requires students between the ages of six and seventeen be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

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.
- * Non-local enrolments will need to meet the criteria outlined in the non-local enrolment section of Cardiff South Public School's Enrolment Procedures.

Discrimination in Enrolment

In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on

the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Enrolment Ceiling

The enrolment ceiling for Cardiff South Public School, based on available permanent accommodation consisting of twelve classrooms, will be **312** students in the K-6 part of the school. Class sizes will be based on Department limits.

Kindergarten	20 students
Year 1	22 students
Year 2	24 students
Years 3 to 6	30 students

Enrolment Buffer

A non-local enrolment will not be considered if this involves the establishment of an extra class, or if the class in which the student is to be enrolled would exceed the Department's recommended limits (see table above). The buffer is created to ensure that future local enrolment is available.

At Cardiff South Public School a buffer of **3 places in Kindergarten and 2 places for each grade from Year 1 – 6** will be in place. Therefore the school buffer is 15 and the general enrolment capacity 297 students.

Kindergarten Enrolment

Parents are requested to inform the school by August if they wish to enrol their child for Kindergarten the following year. The panel will meet during Term 3 for any students seeking a non-local enrolment and parents will be advised of the enrolment arrangements for the following year's Kindergarten. It is the expectation of the school that all children enrolling are fully immunised and that a certificate of immunisation is presented from a GP (or a parent letter of conscientious objection) along with a document providing proof of age. Orientation days usually commence at the beginning of Term 4.

Children may commence at the beginning of the school year if they turn five years of age on or before the 31st July of that year.

Non-Local Enrolment

At Cardiff South Public School demand for non-local placement can sometimes exceed availability. A placement panel has been established to consider and make recommendations on all non-local placement applications. The panel consists of the Principal, a school representative and a parent representative. The parent member of the placement panel will be a member of the school P & C Executive.

Only information provided on the non-local application form will be considered by the panel. The recommendations made by the placement panel must be made within the context of the agreed enrolment ceiling and buffer.

All decisions and minutes of the panel will be recorded and are available on request by the Director, Public Schools. A waiting list will be established for non-local students and parents will be advised if their child is placed on the list and their position on that list.

Any parent wishing to appeal against the placement panel's decision should do so by writing to the Principal who will endeavour to resolve the matter. The purpose of the appeal is to determine whether the stated criteria have been applied.

Criteria for Non-Local Enrolment

Criteria for selecting non-local enrolment applications is available to parents who indicate the desire to enrol their child / children at Cardiff South Public School.

Criteria includes these factors in priority order:

- 1.1 Students who have siblings currently enrolled at Cardiff South Public School
- 1.2 Students who have documented medical reasons supporting a non-local enrolment
- 1.3 Students who have before / after school safety and supervision concerns
- 1.4 Students who have compassionate reasons accepted by the placement panel

Providing that:

- a) The school's enrolment ceiling is not breached; and
 - b) The school's enrolment buffer is not breached; and
 - c) The safety, well-being and supervision of the student whilst travelling, and before and after school can be reasonably assured in the opinion of the placement panel; and
 - d) The enrolment of the student does not disrupt the organisation of classes after the commencement of the school year
- 2.0 When the number of requests for non-local enrolment exceeds the number of available places, non-local students will be accepted in the priority order of categories 1.1 to 1.4.
 - 3.0 Applicants for non-local placement to begin at the commencement of the school year for whom no position is available, will be placed on the waiting list in the priority of 1.1 to 1.4 above.
 - 4.0 Ongoing applicants for non-local enrolment during the year for whom no position is available, will be considered by the panel on 'as-needed' basis and the waiting list updated accordingly
 - 5.0 Notwithstanding clause 4.0, ongoing applicants for non-local enrolment during the year who are accepted by the placement panel as satisfying 1.1 or 1.2 will be placed at the top of the waiting list.

Evaluation

This policy will be reviewed annually as part of the school's enrolment review cycle or when advised of any amendments to the Education Act. These procedures were communicated to and ratified by the School P & C.