



Enrolment of Students at Robertson Public School



Robertson Public School

Department of Education

July 2019

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Introduction

1.1

This document provides information for our community and direction for school personnel on the entitlements, requirements and procedures for the enrolment of students in government schools in New South Wales. It is a summary statement which draws on a variety of other Department of Education and Communities documents which are identified in the text.

Legislative context

2.1 Education Reform Act 1990

Robertson Public school exists to provide high quality education for all its students. The Education Reform 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 to 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.

Responsibilities and delegations

3.1 Principal

With regards to enrolment, the school principal is responsible for:

- accept or decline applications for enrolment in accordance with this policy's implementation procedures.
- maintain an enrolment register containing accurate enrolment data
- arrange to obtain relevant student information, oversee risk assessments, and develop risk management plans for prospective students with special needs, including students with disability, or with safety, health or wellbeing concerns.
- develop selection criteria, which are not unlawfully discriminatory, for nonlocal enrolment applications for use when demand exceeds the number of places available.
- take reasonable steps to ensure that a student with disability can apply for enrolment on the same basis as a student without disability and without experiencing discrimination.
- inform parents and community members about the school's procedures for enrolment.
- determine appeals to applications for enrolment and adult enrolment that have been declined by enrolment panels, provided they are not part of the panel.
- share information relevant to student and school safety with other principals when transfer of information is requested in order to enrol a child in another school in accordance with this policy's implementation procedures.
- operate within enrolment caps and local enrolment buffer levels.
- advise the Director, Educational Leadership of enrolment trends in the school.

3.2 Teacher

- May be nominated to participate in enrolment panels.

3.3 Parents/carers

- have the duty of enrolling a child of compulsory school-age at a government school or registered non-government school, or to register for home schooling.
- when required by the school, provide accurate information and documentation necessary to allow the school to establish a child's entitlement to enrol and to implement any risk assessments or management plans at the school.

Privacy

4.1 Privacy statement

The personal information provided on the form entitled Expressions of Interest for Enrolment at a NSW Government School which is not your local School is being collected for the purpose of processing and coordinating potential enrolment applications in NSW Government Schools. It will be used by staff of the Department of Education and Communities for general student administration and communication and for other matters relating to the coordination of potential enrolment applications. The information provided on this form may be disclosed to other schools. While the provision of this information is voluntary, if you do not provide all or any of this information it may limit the department's ability to promptly assist you with your expression of interest. This information will be stored securely.

All public schools and personnel of the Department of Education must abide by the Privacy and Personal Information Protection Act 1998 (NSW). The information you provide will be used to process your child's application for enrolment and for associated purposes such as:

- general student administration
- communication with students and parents or carers
- state and federal reporting purposes
- to ensure the health and safety of students, staff and visitors to the school
- for other matters relating to the education and welfare of the student
- for any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you may contact the school.

4.2 Enrolment data

Enrolment data is recorded about each enrolled student to comply with legislation, for administrative purposes and resourcing, accountability and reporting requirements.

Information will be recorded about each student enrolled at the Robertson Public School:

- to comply with legal requirements
- for school administration purposes
- for resourcing, accountability and reporting requirements.

4.3 Register of enrolment

The principal maintains a register of the enrolments at the school on the electronic enrolments register prescribed by the department. The register of enrolments includes the following student information:

- name, date of birth and address
- name and contact telephone number of parent(s)
- date of enrolment
- leaving date and destination (where applicable)
- previous school (where applicable)
- any other information as required by the department or Minister.

The enrolment register is kept for State Archives. Student information is provided by the parent on the [Application to enrol in a NSW Government school form](#).

DE International records and maintains data on international students, temporary residents and exchange students. School staff will comply with Privacy and Personal Information Protection Act 1998 (NSW). Information provided will be used to process applications for enrolment and associated purposes, the information will be stored securely. School staff will comply with records retention and disposal requirements under 3.0.4 and 3.0.5 of the [Functional Retention and Disposal Authority FA387](#).

4.4 Enrolment forms

Information will be collected from parents about each student enrolling at Robertson Public School. E.R.N. (Enrolment Registration Number) enrolment forms are used for collecting the required information from parents. Parents' signatures are required on the forms to certify that the information provided is correct.

Recording of students within ERN is the department's recommended means for maintaining an enrolment register.

Students attending Robertson Public School on a short term (less than one term) or temporary basis should not be enrolled, and may only be entered on ERN if they can be distinguished from regular enrolments. Such students will maintain their enrolment at their home school for the duration of their short term or temporary placement.

To assist families and school staff members responsible for enrolment, the department has produced [bilingual student enrolment forms](#).

5.1 General principals governing enrolment

A student should be enrolled in one school only, that being the census school, referred to in this policy as Robertson Public School. Attendance records are kept in accordance with the [Student Attendance in Government Schools: Procedures](#).

- A student is considered to be enrolled when he or she is placed on the admission register of the school.
- A student should be enrolled in one school only at any given time.
- Parents may enrol a child if they turn 5 years of age on or before 31 July in that year.
- 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. (See 5.4 for a map)
- School local areas are determined by the Department of Education through a process involving consultation between the Assets Management Unit and the Director, School Leadership.
- Our school is 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.
- Our school is required to have a written policy which states the grounds on which non-local enrolments will be accepted. (This document represents the policy).
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

5.2 Enrolment forms and supporting documentation

A completed [Application to Enrol in a NSW Government School](#) must be received, processed and approved by the school prior to a student attending Robertson Public School. The enrolment form must be presented to the office at Robertson Public School with the following supporting documents;

- child's birth certificate or identity documents
- proof of child's address – 100 points of residential address check (see 5.2.1)
- immunisation history statement from the [Australian Immunisation Register](#) (AIR)
- any family law or other relevant court orders, if applicable
- if your child has health, disability or other support needs you will need to provide
- copies of medical/healthcare or emergency action plans
- evidence of any disability and learning and support plans

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To assist families and school staff members responsible for enrolment, the department has produced [bilingual student enrolment forms](#).

Under the [Education Act 1990](#), principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. However, any requests for proof of address must be reasonable in the circumstances.

The school will notify parents of the result of their application.

5.2.1 Residential address check

Under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. Robertson Public School uses the following 100-point residential address check to determine the student's entitlement to enrol at the school.

Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check requirements when assessing a child's entitlement to enrol at the school. If this is to occur, principals are required to seek the approval of the Director, Educational Leadership.

Document showing the full name of the child's parents	Points
1. Only one of (i.e. no additional points for additional documents) <ul style="list-style-type: none"> 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year 	40
2. Any of the following <ul style="list-style-type: none"> 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement 	20 each
3. Any of the following documents <ul style="list-style-type: none"> 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this 	15 each

* up to three months old

5.3 Local enrolment catchment

Changes to a local intake area might result in a family with a child/children currently enrolled and in attendance at the school as local students consequently residing outside the local intake area. These families will retain the entitlement to enrol siblings at the school. This does not apply to families with a child/children currently enrolled at the school as a non-local when the intake area was changed.

Parents wanting more details regarding the catchment for a specific address should go to:

<https://education.nsw.gov.au/school-finder/index>

5.3.1 Map of the Robertson Public School catchment area



5.5 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.

5.6 Enrolment buffer

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. The size of the buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area.

The size of the local enrolment buffer is set locally by the principal and approved by the Director, Educational Leadership. It is reviewed annually and set in time for assessing applications for the following year's enrolment intake.

Places in the local enrolment buffer are not to be offered to non-local students.

Our school has an enrolment ceiling, based on available permanent accommodation. Demountables are not counted towards the enrolment ceiling unless replacement accommodation is under construction. The Principal decides the buffer for each grade, allowing for local enrolments during the year without exceeding the ceiling for each class.

5.7 Enrolment ceiling

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements. The size of the buffer is based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. Class size ceilings are as follows:

Grade	Number of students per class
Kindergarten	20
Year 1	22
Year 2	24
Years 3 -6	30

5.8 Enrolment panels

An enrolment panel is a group of persons who consider enrolment applications in certain circumstances. The composition of the enrolment panel is determined locally. Applicants for non-local enrolment must be advised that the panel will include a school community member and all panel members should be asked to confirm they have no conflict of interest when considering the application. It is preferable that the principal is not the chair or the executive member on the panel so that appeals in the first instance can be considered by the principal.

Enrolment panels consist of:

- member of the executive staff (as chairperson)
- teaching staff member/s
- school community member/s (nominated by the school's parent organisation).

An enrolment panel may consist of different members in select circumstances such as schools with a single teaching principal.

Enrolment panels consider:

- non-local enrolment applications, only where demand for non-local places exceeds the number of non-local places available
- applications for unique school settings, in accordance with the specific school's assessment and placement procedures including virtual schools.

The panel considers non-local enrolment applications in a timely manner. In considering applications, the panel assesses only the information and supporting documentation presented on the non-local enrolment application form, available from the school.

The decision made by the panel must take into account the enrolment cap and the buffer retained for local students arriving later in the year. The panel records all decisions and keeps minutes of meetings which are to be available on request by the principal and Director, Educational Leadership.

The chairperson ensures that the established criteria are applied equitably to all applicants. The school will notify parents of the result of their application. Parents may request a written explanation of the decisions of the panel.

5.9 Refusal of enrolment

A principal may refuse to enrol a student with documented violent behaviour when risk mitigation strategies or adjustments are not possible to manage the risk. This is subject to compliance with the requirement to conduct a risk assessment, in accordance with the [Management of health and safety risks posed to schools by a student's violent behaviour guidelines](#), and consultation with the Director, Educational Leadership. Any decision to refuse enrolment at a particular school should not be interpreted as a refusal to enrol in any government school or facility.

In most cases schools will be able to develop the appropriate management plans and strategies to enrol the student without compromising the safety of other students or staff. While it is expected that the vast majority of enrolment applications will be accepted at the local level, the Secretary, Department of Education has the authority to direct the enrolment of a student at a particular school appropriate to the student's needs.

The Minister may refuse the admission of a child to all or any government schools if the child has been expelled from any government school. Refer to [Suspension and Expulsion of School Students Procedures](#).

Kindergarten enrolment

6.1

Children may enrol in Kindergarten at the beginning of the school year if they turn five year of age on or before 31 July in that year. Documentation providing proof of age, such as a birth certificate or passport, 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 will advise the parent body and the school community of the enrolment arrangement for the next year's Kindergarten children. The principal ensures that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children. The principal will enrol in Kindergarten, students on transfer and children reaching the statutory age of six years.

6.2 Public Health (Amendment)

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment in school, pre-schools and child care centres.

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.

6.3 Early enrolment of students who are gifted and talented

Students identified as gifted and talented, who are aged 4 years or older at 31 January of the year of enrolment may only be enrolled in accordance with the [Gifted and Talented policy](#). At Robertson Public School, the principal may decide that early entry to school of a student who is intellectually gifted and talented is appropriate to meet the student's educational, social and emotional needs.

When a student is being considered for early entry in Kindergarten, the Robertson Public School will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This would be undertaken by a school counsellor or a registered psychologist. Judgements about the student's emotional maturity would include input from the student's parents and the school counsellor or psychologist.

Non-local government school enrolment

Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level. In determining whether the school can accommodate a child the principal considers:

- the child's age
- the type of school
- the resources of the school
- the existing number of permanent classrooms and other facilities at the school.

Except for enrolments at the commencement of the school year, schools that have not reached their local enrolment buffer level should only accommodate non-local enrolments into classes with available places.

In schools where demand for non-local enrolment exceeds the number of available places below the enrolment buffer, the school must develop non-local enrolment criteria and establish an enrolment panel to consider and make decisions on all non-local enrolment applications.

When the school's enrolment level is close to the local enrolment buffer, the principal is required to inform the principal of the child's local school when considering the non-local enrolment application, and to seek approval of the Director, Educational Leadership before making an offer to enrol the child.

6.1 Application

Non-local enrolment applications include the Application to enrol in a NSW Government school and a non-local enrolment application form. The non-local enrolment application form is developed by the school and requires the applicant to address the selection criteria and provide supporting documentation (Appendix A).

6.2 Criteria

Criteria for selecting amongst non-local enrolment applications will be documented and made available, in advance, to parents who are interested in enrolling their children.

Criteria includes (listed in a priority order):

- siblings already enrolled at the school
- structure and organisation of the school
- recent change in the local intake of area boundaries
- safety and supervision of the student before and after school
- compassionate circumstances
- special interests and abilities
- medical reasons
- proximity and access to the school

The principal ensures that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

6.3 Waiting lists

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies.

6.4 Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the principal is not on the enrolment panel, the principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership.

The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.

Enrolment of students with special learning needs

8.1 Students with disabilities

The Department of 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
- Modification to buildings to facilitate access
- Provision of specialised equipment and technology
- Special transport services

When considering the enrolment of a student with a disability, all these provisions will be considered.

The decision on where to enrol a student with a disability and with what level of support, will depend on a number of factors, including the student's educational needs, the expressed desires of parents/caregivers and the capacity of the system to provide the level of support services required to assist the student. Location and the availability of support services to assist the student at alternative locations may be seen as more appropriate for enrolment.

In each case, when a student with a disability presents for enrolment, it is the responsibility of the principal to ensure that the student's educational needs are determined prior to enrolment. For some students, transition is required to support a successful start to school.

Meetings involving parents/caregivers consider the student's support needs in curriculum, mobility, social skills, personal care and communication. It will often involve consideration of supporting documentation from medical practitioners and other health and education professionals. District Student Support Officers will be utilised to assist in this process, in particular, to identify the resources which may be available to support the enrolment.

Requests for enrolment in support classes or special schools are considered by a district placement panel and require a funding support application by the school with assistance from parents/carers.

Enrolment of non-Australian citizens

9.1

Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration.

Education is compulsory for non-Australian citizens between the ages of six and fifteen holding a visa granting them permanent resident status and New Zealand citizens holding current New Zealand passports. Outside these ages they may enrol under the same conditions as Australian citizens.

9.2 Temporary residents

Temporary residents must submit an application to the Temporary Residents Program to enrol in a NSW government school in accordance with the [Enrolment of Non Australian Citizens - Procedures and Eligibility](#).

Temporary residents may be enrolled at a school if the school can accommodate the enrolment. If a school is at capacity, temporary residents must be referred to the next available school/s with capacity.

International students and temporary residents seeking to enrol from another NSW government school, a non-government school or from outside NSW must be referred to DE International and the Temporary Resident Program. Prior to enrolment, these students require an Authority to Enrol (ATE) and payment of fees (if applicable).

9.3 Visitor visas

Visitor Visas include business visitors, medical treatment visitors and tourists. A student on a visitor visa may be able to enrol for a maximum period of three months which cannot be extended. Students on visitor visas must arrange their enrolment through the Department of Education International Students Program, telephone (02) 95618209. facsimile (02) 95618613.

Under Commonwealth Government regulations, international students holding temporary visas have a lower enrolment priority than Australian citizens, permanent residents and approved temporary residents. If students on visitor visas directly approach the school they will be referred to International Student Programs for their application to be evaluated. All enquirers will be advised that tuition fees are likely to apply.

Non-Australian citizens are granted a bridging visa if they have an undetermined application for a substantive visa before the Department of Immigration and Multicultural Affairs (DIMA). Bridging visas come into effect when the initial substantive visa has expired. Prospective students on bridging visas may be enrolled if the visa states that the holder has work rights.

Transfer applications

10.1 School transfers

Students from other government or non-government schools, interstate and New Zealand may be enrolled by their local or non-local school consistent with this policy. The assistance of the school counsellor may be required to establish the appropriate year and level of study.

11.1

There may be circumstances that require a student enrolled in another school to attend a Robertson Public School for a short period of time. An example is where parents are visiting a locality for a brief period or an integration program.

Students are not required to enrol and are considered as short-term attendees for:

- a period less than one term, or
- a placement less than 2.5 days per week.

Short-term attendance may be necessary where there is a dispute between parents about enrolment. Further guidance is provided in the [Family Law Guidelines](#) and the [Student Attendance in Government Schools](#): Procedures, section 15.

Information about the student will need to be shared in accordance with section 6 of these procedures, even though the student is not being enrolled.

11.2 Specialised programs

For various reasons a student enrolled at a particular school may need to attend a specialised program at another school or support unit for a period of time or part time. Such programs include support classes for students with behavior disorders and emotional disturbance, hospital schools and students visiting Stewart House or the Royal Far West School.

Appendix A: Expression of interest for enrolment at a non-local NSW Government school

Student Information

Student's family name _____ Date of birth ___ / ___ / ___
Student's given name _____ Male Female
Student's address _____
_____ Postcode _____
Name of parent/carer _____
Relationship to student: _____
Phone contact numbers Work _____ Home _____ Mobile _____
Student's current school _____
Student's current scholastic year _____

Reasons for wishing to attend Robertson Public School

Please provide reasons for your application for non-local enrolment, based on the school's selection criteria (published at <https://robertson-p.schools.nsw.gov.au/about-our-school/enrolment.html>) and attach supporting documentation:

Please attach additional information in support of your request for placement at this school.

Signature of parent/carer _____ **Date** ___ / ___ / ___

School use only

Date received ___ / ___ / ___ Places available: _____
Parents advised on ___ / ___ / ___
Designated local school _____

Notes:
