

# Pennant Hills Public School

Quality education in a creative and caring environment

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## ENROLMENT POLICY

This policy has been developed in accordance with the Department of Education and Training document *Enrolment of Students in Government schools: A summary and Consolidation of Policy*. It contains the general principles and procedures by which students will be enrolled at Pennant Hills Public School. Classes will be formed based on the *Formation of Class Policy*.

### Local Enrolments

In general, all students meeting the school's enrolment requirements and residing within the intake area should be guaranteed a placement in the school. Residence refers to the address of the legal guardian with whom the student lives for the majority of the time. It does not refer to another member of the family, such as a grandparent. At the time of application the student must be able to prove that they are already living in the school's intake area. An 'Application to Enrol in a NSW Government School' must be completed prior to the student taking their place in Pennant Hills PS. The following **original documentation** is required for the enrolment process to proceed:

- Proof of name and date of birth – birth certificate or identity documents, passport or citizenship documents
- Proof of immunisation – only required for students enrolling in primary schools for the first time
- Proof of residence: Four original forms of identification proving that you reside at the address stated on the enrolment form are required- 2 documents are required from List 1 and 2 documents from List 2.

#### ❖ **List 1 : 2 documents are required from the list below**

*Property Owner:*

- Signed Mortgage papers
- Front page of completed Contract of Sale document
- Home phone bill
- Electricity bill
- House contents insurance – **must be** different to car insurer

*Tenant:*

- Current lease or rental agreement – highlight period of lease – if not current, letter from real estate agent if lease is week to week / month to month **OR** rent receipt from a licensed real estate agent
- Home phone bill- with address
- Electricity bill- with home address
- House contents insurance – **must be** different to car insurer

#### ❖ **List 2 : 2 documents are required from the list below**

- Council rates
- Electoral roll by Australian Electoral Commission

- Bank or credit card statement – **must be** a different bank to mortgage provider
- Gas bill – **must be** different supplier to electricity
- House contents insurance – **must be** different to car insurer
- Car insurance – **must be** different to house contents insurer
- Mobile phone bill – **must be** different supplier to home phone and internet provider
- Internet – **must be** different supplier to home phone and mobile phone provider

**Documents Not Accepted:**

- Water Rates
- Drivers licence
- Immunisation report
- Documents from a medical service
- **Any 2 documents from the one provider**

- All documents must be current and the originals will need to be sighted prior to a place being offered.
- Any delayed enrolment, new 'Proof of Address' will be required on the first day of attendance.
- If leasing a property the lease must extend into the school year, a minimum of 6 months. This may require families to present a new lease prior to enrolment. Office staff will advise when necessary.

Applicants and “landlord” are to be reminded that it is an offence under the Crimes Act to provide a school with false information so as to gain enrolment as a local enrolment and thus bypass the out-of-area process.

If a person provides false or misleading information to a school when making an application for enrolment, this is an offence which has a penalty of up to 2 years imprisonment, \$22,000 fine or both – section 307B of the Crimes Act 1900. If a person provides a statutory declaration he or she knows to be false, for the purpose of gaining entry to a school, he or she commits an offence which has a maximum penalty of 7 years imprisonment – section 25A of the Oaths Act 1900.

**Enrolment Ceilings**

The school has an enrolment ceiling, based on permanent accommodation of 21 classrooms. An enrolment ceiling for each year will be decided based on maximums of 20 (K), 22 (Yr 1), 24 (Yr 2) and 30 Yrs 3-6).

**Enrolment Buffer**

The school cannot accept out-of-area enrolments if it necessitates the forming of a new class. Within each year’s decided enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, enrolment fluctuations and the number of families moving into or out of the area.

Some classes may exceed the recommended maximum where extra students are better accommodated in a straight grade class rather than a composite class. The formation of composite classes is always based on total number in grade.

## **Non-Local Enrolments**

### **1) Placement Panel**

The school Placement Panel consists of the Principal, Deputy Principal and administrative staff member. The panel will be chaired by the Principal, who will have a casting vote. The Placement Panel meets as appropriate.

### **2) Criteria for Non-Local Enrolment**

All applications for non-local enrolment must submit an 'Out-of-Area' Enrolment application form. The reasons stated are then considered by the committee. Supporting evidence must be provided, as necessary, with the application

Places are left in each grade to accommodate local area enrolments that will commence throughout the year (ie. the buffer). It should be noted that non-local enrolments are limited by the degree of local enrolment demand – and the school's buffer for forecast local enrolment demand.

### **3) Appeals**

Where a parent wishes to appeal against the decision of the Placement Panel, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter.

If the matter is not resolved, it may be referred to the Director Public Schools NSW to determine if the stated criteria have been fairly applied.

## **Kindergarten**

Children may be enrolled in Kindergarten at the beginning of the school year if they turn five years of age by 31 July of that year. Documentation providing proof of age and residency in the local area is required.

Enquiries for Kindergarten enrolment may be made during school hours. Applications for enrolment will be accepted from the commencement of Term 2 of the year prior to enrolment.

An orientation program, Kinderlinks, will commence in Term 4. Prospective students and their parent/s attend these sessions. They provide information necessary for starting school, introduction to key school personnel and activity sessions in the classrooms for the students.

Whilst it is desirable that students commence school at the beginning of the year, parents who choose to enrol eligible students after the beginning of the school year may do so. Enrolments after Term 2 are discussed in detail with the parents as to ability of student to complete all aspects of the curriculum.

The *Public Health (Amendment) Act 1992* requires parents to provide documentary evidence of a child's immunisation status on enrolment at school. From the beginning 2005 an *Immunisation History Statement* is required. This is accessed from the Australian Government by the parent through their medical practitioner.

Parents have the right not to have their child immunised. However, in the event of an outbreak of a vaccine preventable disease, the Health Department is notified.

They will determine whether non-immunised children need to remain at home for the duration of the outbreak.

### **Early Enrolment of Students who are considered to be Gifted and Talented**

When a student is being considered for early enrolment in Kindergarten the school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This will be undertaken by the school counsellor and may incorporate advice from registered psychologists. Input from the student's parents will also be considered.

A review of current research reveals a consensus that, for successful outcomes, a child should be within 6 months of approved entry age.

### **Enrolment of Students with Special Needs**

Enrolment applications for students with special needs will be considered within the contact of the school's capacity to meet those needs, specifically through:

- Availability of funding, specialist teachers and consultancy services
- Modification of buildings and/or facilities
- Provision of specialised equipment
- Access to special transport services.

The decision 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 and caregivers, the capacity of the school to provide the above support services and the availability of appropriate support services in alternative locations.

An appraisal of the student's needs will be carried out by the principal, in consultation with the parents and caregivers, the school counsellor, relevant Educational Services support staff and other educational, health or medical professionals as determined appropriate.

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

Non-Australian citizens will be enrolled in accordance with the procedures set out in *Enrolment of Students in Government Schools: a Summary and Consolidation of Policy* and the policies of the Temporary Visa Unit.

### **Transfer Applications**

Students transferring from another NSW Government school will be required to provide a relevant Student Transfer Certificate. If this is not provided the school will immediately seek such a certificate from the student's last known public school attended.

### **Short Term Attendance**

Students may be accepted for short term enrolment if special circumstances exist such as a student being involved in a special program. Short term enrolment periods are not usually offered to students on temporary visa here for a short holiday.

### **Home Schooling**

A parent may apply in writing to the Minister for registration of the child for home schooling. A Board of Studies inspector or other authorised person will recommend to the Minister whether or not home schooling should go ahead.

### **Refusal of Enrolment**

The Principal may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learnt the appropriate skills to manage this behaviour.

### **Delay in Enrolment**

Enrolment of students may be delayed if there is a need to seek information and/or documentation from the previous school about particular needs such as violence, health needs.

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