This policy is to be read in conjunction with the DEC's *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy August 1997*.

**RATIONALE**

Priority for enrolment is given to children within the local area. At the time of enrolment it is essential that children and their families feel welcomed and are provided with the relevant information and support to ensure a happy and positive start.

**GUIDELINES**

Parents or guardians must complete an enrolment form and provide documentary evidence as required by the school. This may include a birth certificate, passport (where applicable) proof of residential address (such as electricity or telephone bill, lease agreement, etc) and immunisation record.

1. Students should commence school as soon as practicable following acceptance of their enrolment. This is generally the next school day unless there are exceptional circumstances acceptable to the Principal. This does not apply to Kindergarten enrolments. These are accepted up to 12 months in advance.

2. Children who turn five prior to 1 August may be accepted into Kindergarten. No Kindergarten child will be accepted after the end of Term 2 unless previously enrolled at another school or having reached the statutory age of 6 years.

3. Gifted and talented students may be enrolled into Kindergarten at an earlier age at the discretion of the Principal and Enrolment Panel, following a comprehensive psychological evaluation by the school counsellor and a 2 to 5 day trial period in class.

4. Temporary visa holders presenting their children for enrolment must be referred to the International Business Unit. Enrolment will only be completed once an *Authority to Enrol* form has been sent to the school by the IBU. Temporary Visa Holders living locally may have their application to enrol declined if there is insufficient space within existing whole school, stage or grade enrolments. These students will be referred to the nearest alternative public school.

5. On acceptance of enrolment the school will:
   - Provide parents/guardians with a school information pack if they have not already received one.
   - Introduce the student and his/her parents to the class teacher and other relevant specialist personnel.
   - Arrange referral to ESL or Learning and Support assistance where appropriate.
   - Finalise arrangements for the child’s arrival and departure from school each day.
Provide relevant enrolment information to the class teacher, to other specialist teachers and the computer coordinator where appropriate.

**SCHOOL ENROLMENT CEILING**
The school has 8 permanent classrooms and 4 demountable classrooms. With provision for the NSW Government’s class-size reduction, the school has an enrolment ceiling of approximately 250 before additional demountable accommodation is required.

**ENROLMENT BUFFER**
A buffer of 10% of the total number of students in each grade (rounded up to the nearest whole number) has been established to ensure that sufficient places are available for local enrolments. Due to demand for enrolments, it is often necessary to restrict enrolments to those students who reside locally, except for individual and exceptional circumstances.

**NON-LOCAL ENROLMENTS**
Where an application for non-local enrolment is made, parents will be required to make an application in writing for consideration by the Enrolment Panel. The Enrolment Panel consists of the Principal, Assistant Principal Representative and the School Administration Manager. Every attempt will be made to assist parents in making a written application. Each non-local enrolment application will be considered on an individual basis.

Special consideration will be given to those applications where:
- The child has a sibling attending the school

Additional consideration may include:
- Proximity to the school
- Safety and supervision of the student before and after school
- Compassionate circumstances
- Application date

Attention will be given to the existing total school enrolment, enrolment within each grade and future enrolment projections.

Students may be placed on a waiting list. Parents/guardians will be informed of their child’s position on the waiting list.

Where a child is refused enrolment parents/guardians will be informed in writing of the decision of the Enrolment Panel and the criteria used. They will be provided with information on the appeal mechanism available to them and given assistance in finding enrolment at a neighbouring government school.