



# Tambar Springs Public School

## ENROLMENT OF STUDENTS IN GOVERNMENT SCHOOLS

**POLICY & PROCEDURES**

**NON LOCAL ENROLMENT**

**PROOF OF IDENTITY**

**KINDERGARTEN ENROLMENTS**

**2018**



# ENROLMENT POLICY & PROCEDURES

The information contained in the school policy is consistent with the guidelines outlined in the NSW DEC policy Enrolment of Students in Government Schools 1997.

## Introduction

- Parents may seek to enrol their child at the school of their choice.
- Children are entitled to be enrolled at the government school that is designated for the intake area which the child's **home** is situated and that the child is eligible to attend.
- No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability or sexual preference.

## Enrolment Ceiling

- (based on permanent accommodation = 2 classrooms) 54 STUDENTS

## Enrolment Buffer

- A buffer of 35 places will be kept to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students. Therefore, once enrolments reach 54, enrolment will not be offered to non-locals.
- For Kindergarten in 2017 the ceiling is 20, and 4 places will be kept for local students arriving throughout the year. Once enrolments reach 24 in Kindergarten, enrolments will not be offered to non-locals.

## Class Size Policy

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

## Placement Panels

Where demand for non-local places exceeds availability the school will establish a placement panel to consider all non-local enrolment applications. The panel will comprise the Principal, a staff representative and a school community member (nominated by the parent community). The panel will be chaired by the principal who will have a casting vote.

## Identify Criteria for consideration for Non-Local Enrolment Applications

- proximity and access to the school
- siblings already enrolled at the school
- access to single-sex education
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school.

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

Application for enrolment may be declined if placement generates demand for extra staff or creates disruption to school routine and organisation.

A ceiling for each class based on DEC Staffing formula will apply to all non-local enrolments.

### **Proof of Residence**

The principals can seek any information they consider to be of assistance in determining address. Such evidence may include council rate notices, accounts for electricity, gas, water or telephone bills, lease documents or electoral enrolment confirmation.

If a person claims they are living with someone with no formal lease arrangements the principal can ask for a statutory declaration from them and/or the landlord.

### **Proof of Age and Name**

While a birth certificate is the primary document that establishes a child's date of birth, there is no legal requirement for the schools to rely on a birth certificate for this purpose.

If a birth certificate is not available, the principal can rely on a range of secondary documents such as a passport, a NSW Ministry of Health Personal Health Record or "Blue Book", a hospital birth card, baptism, christening, name giving or similar records.

Students under the age of 18 must be enrolled in and be known by the name which appears on their birth certificate.

### **Processing Enrolment Applications**

The receipt of an Application for Enrolment does not necessarily lead to an immediate enrolment and attendance at school. In order to facilitate the smooth transition of a new student the principal will seek information from the student's previous school. Where this process is likely to take more than 2 weeks the parents should be advised in writing indicating when it is likely that the enrolment will be completed.

### **Special Needs**

- Where a student with special needs applies for enrolment a full assessment of the student's needs will be required to determine the ability of the school to effectively meet the child's needs.

### **Feedback**

- Parents will be provided with an explanation of the decision of the placement panel.

### **Waiting Lists**

- Waiting lists may be established for non-local students. Parents should be advised if their child is to be placed on a waiting list. Waiting lists are current for one year.

### **Appeals**

- Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. If the matter is not resolved at the local level the School Education Director will consider the appeal and make a determination.

### **Draft Reviewed**

**Relieving Principal: Therese Bunce**  
**Emailed to TSPS staff:**

**Date: 01/08/18**  
**Date: 07/08/18**

### **Kindergarten Enrolments**

The principal will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children, including the **policy on immunisation**.

Children may enrol in Kindergarten at the beginning of the school year if they turn five years 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 is to ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children. In larger schools the principal may plan for the enrolments to occur over a number of days with all Kindergarten enrolments being completed by the end of week two of the school year. Whilst it is the intention that children be enrolled at the beginning of the year, parents who choose to enrol eligible children after the beginning of the school year may do so, up to the end of Term 2.

The principal will enrol in Kindergarten, students on transfer and children reaching the statutory age of six years. Refer to Memorandum to Principals 86.205, Kindergarten Enrolment: Policy Change, 30 September 1986. The Public Health (Amendment) Act 1992 requires **parents to provide documented evidence of a child's immunisation status on enrolment** in schools, pre-schools and child care centres. Information is contained in the booklet, Immunisation - An Essential Guide to the New School Entry Requirements, which is available from Student Welfare Directorate. 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. Refer to Memorandum to Principals 93.016, Public Health (Amendment) Act 1992 Immunisation: Children Entering Kindergarten, 21 April 1993, available from Student Welfare Directorate.

## **Proof of Identity**

Appendix 6 – 15 June 2013 1

1. All persons who are employed or engaged in child-related work are required to provide *Proof of Identity* that meets the 100-point check. This document sets out the documents that may be provided, including the value of each document.
2. Other than Special Categories 4 and 5 provided below, the 100 points proof of identity documents must include ONE Category 1 document; or at least ONE Category 2 document containing a photograph. Collectively, these documents must, as a minimum, also provide evidence of the person's date of birth and signature.
3. If a name used in one document is different from that shown on the other documents provided, evidence of the name change is to be provided (for example, *Marriage or Change of Name Certificate*, or divorce papers issued by the Family Court). These documents DO NOT count towards the 100 points.
4. **All original documents must be sighted and certified by the relevant hiring manager or human resources/recruiting area.** Alternatively, certified copies may be provided, as certified by a Justice of the Peace or a legal practitioner with a current practising certificate.

The suitable wording for certification of the copy would be: ***"I certify this is a true and unaltered copy of the original"***.

The certification statement is to be written on the copy and then signed by the officer. In addition, the person must print their name and position.

### **Category 1 – 70 points**

(Only ONE form of identification accepted from this category.)

- Birth Certificate/Birth Extract
- Australian Passport (Current, or expired within the previous two years, but not cancelled)
- Australian Citizenship Certificate
- International Passport (Current, or expired within the previous two years, but not cancelled)
- Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)

### **Category 2 – 40 points**

(More than one of the following documents may be counted. The initial document will score 40 points, and any additional documents will be awarded 25 points each.)

- Current Licence or Permit (Government Issued)
- Working With Children/Teachers Registration Card
- ASIC/MSIC Card
- Public Employee Photo ID Card (Government Issued)
- Department of Veterans' Affairs Card
- Centrelink Pensioner Concession Card or Health Care Card
- Current Tertiary Education Institution Photo ID
- Reference from a Doctor (must have known the applicant for a period of at least 12 months)

### **Category 3 – 25 points**

(More than one of the following documents may be counted; each will score 25 points.)

- Foreign/International Driver's Licence
- Proof of Age Card (Government Issued)
- Medicare Card/Private Health Care Card
- Council Rates Notice
- Property Lease/Rental Agreement
- Property Insurance Papers
- Tax Declaration
- Superannuation Statement
- Seniors Card
- Electoral Roll Registration
- Motor Vehicle Registration or Insurance Documents
- Professional or Trade Association Card

To use more than one of the following documents, they must be from different organisations:

- Utility Bills (e.g. Telephone, Gas, Electricity, Water)
- Credit/Debit Card
- Bank Statement/Passbook

### **Special Category 4 – Aboriginal person or Torres Strait Islander resident in a remote area/community**

The applicant will meet the **100-point** requirement if the applicant is an Aboriginal person or Torres Strait Islander resident in a remote area/community, and the identity of the applicant is verified by two persons recognised as 'Community Leaders' of the community to which the applicant belongs.

### **Special Category 5 – Person under the age of 18**

A child will meet the **100-point** requirement if his or her Identity is verified from ONE of the following:

- Birth Certificate/Birth Extract;
- Australian Passport (current, or expired within the previous two years, but not cancelled);
- Australian Citizenship certificate;
- International Passport (current, or expired within the previous two years, but not cancelled);
- Other document of identity having same characteristics as a passport eg. diplomatic/refugee (Photo or Signature); **or**
- A statement from an educational institution, signed by the principal or deputy principal, confirming that the child attends the institution (statement must be on the institution's letterhead).

# NON LOCAL ENROLMENT REQUEST



## Application for Non Local Public School Enrolment Years K—12



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**This form should be returned to Tambar Springs Public School**

### Non-Local School Placement Request

**Student's Family Name** \_\_\_\_\_

**Given Name** \_\_\_\_\_

**Male** [ ]

**Female** [ ]

**Date of Birth** \_\_\_\_\_

**Year/Grade sought** \_\_\_\_\_

**Proposed date of Enrolment**

\_\_\_/\_\_\_/\_\_\_

**Reason(s) for application**

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**Signature of Parent/Carer**

**Date**

### School Use Only

**Date Application Received** \_\_\_\_\_

**Place available?** \_\_\_\_\_

**Parent/Carer Advised of decision on** \_\_\_\_\_



## Non Local Public School Enrolment Years K - 12

### Information for Parents

**Please read information carefully before completing the form.**

Parents may apply for the non-local enrolment of their child in a school of their choice in addition to their designated local school.

Priority for enrolment will be given to students entering Kindergarten. Places may also be available in Years 1 - 6.

Reasons for choosing non-local placements may include:

- proximity and access to the school
- siblings already enrolled at the school
- access to single-sex education
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school.

The number of students a school may enrol is limited by the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodating local children. To avoid disappointment, parents should check that there are places available in a school before applying.

Once a child enrolls in a non-local school, transfer to another non-local school will only be possible in exceptional circumstances.

Transfer to the student's local school will be allowed if space is available.

Parents can appeal against decisions regarding non-local placement by writing to the School Education Director.

***Return this form to the principal of the non-local school at which you are seeking placement.***