

SCHOOL ENROLMENT PROCEDURES

Rationale

Drummoyne Public School aims to provide an excellent education for all students. Children who enrol will be welcomed to the school and receive a smooth transition. This will enable students to quickly become members of the school community with a minimum of disruption and maximum support.

The *Education Act 1990* outlines the objectives of public school education and the legal requirements for compulsory schooling.

Policy Aims

1. To provide an efficient process of enrolment that meets the needs of all students
2. To implement the school enrolment policy equitably and in line with the New South Wales Department of Education policy entitled Enrolment of Students in NSW Government Schools (August 2019).

Implementation

In-Area Enrolment

- Students living within the new designated local area for Drummoyne Public School are eligible for enrolment at the school (see map). Students living in the previous local area are eligible for enrolment during the three-year transition period.
- The school requires proof of address through a 100-point residential address check. The sources could include a Council rates notice, rental lease agreement, property title/deed, water, electricity or gas bill or driver's licence. Families must live in the Department of Education's local boundaries to be considered 'local students'.
- Students enrolling will also need to provide a birth certificate or passport and other documents such as parenting orders, immunisation certificate, recent school reports and proof of clearance from the previous school. Temporary visa holders need to contact the Temporary Residents Unit of the Department of Education before enrolment can be considered.
- Where a parent indicates that the student lives with a guardian (other than a parent) in the local area, the school requires a Statutory Declaration to state who is the legal guardian.
- A risk assessment and information form will be sent to the previous school for review before enrolment and where possible, an interview with the Principal or Deputy Principal will be held for students seeking enrolment before enrolment is finalised.
- Enrolment interviews will discuss the student's learning and health needs, history, school expectations, programs and school organisation.
- Once a student has been accepted, all forms will need to be returned to the school, and a school uniform purchased. To allow time for classroom organisation, the starting date may be two to three days following the interview.

Non-local Enrolment

- Parents may seek to enrol their child in the school of their choice.
- Students residing outside the local area of Drummoyne Public School may be considered for enrolment depending on current student numbers at the school and if the school has reached the Department's Enrolment Cap. The school's placement panel (enrolment committee) will meet to consider applications from students residing outside the local area.
- The number of non-local students accepted each year will vary depending on the number of places available under the enrolment cap.
- An enrolment ceiling has been established based on the permanent accommodation of the school.
- To accommodate local students wanting to enrol throughout the year, an enrolment buffer has been established. This is based on historical data.
- An enrolment panel has been established to consider and make recommendations on non-local enrolments. The panel consists of the Deputy Principal, a member of staff and / or a member of the Learning Support Team, and a parent representative from the P&C. The Deputy Principal chairs the enrolment panel and has a casting vote.
- When considering students for non-local enrolment, the following factors will be taken into account.
 1. Siblings of students currently or previously enrolled at the school to facilitate family unity.
 2. Class and grade numbers so that students are not disadvantaged through oversized classes.
 3. The structure and organisation of the school so that reorganisation of classes is not required.
 4. Proximity and access to the school.
 5. The compassionate circumstances of the family including proximity to carers and place of employment.
 6. Safety and supervision of the student before and after school and access to Out of School Hours Care (OSHC).
 7. The special interests and abilities of the student and the capacity of the school to meet the needs of the student.
 8. Availability of subjects eg Community Languages program of Greek and Italian.
 9. A long-standing connection with the school.
 10. Other reasons outlined in the application.
- There is no implied priority by the order of the criteria. A holistic approach, based on the individual application, will form the basis of assessment by the panel.
- The order of eligibility and merit list for non-local applicants will be maintained for a period of one calendar year. Waiting lists will be established for non-local applications.
- The Deputy Principal will ensure that the established criteria are applied equitably to all applications.

- No applications will be accepted for non-local enrolment without consultation with the Principal of the school.
- Students with special learning or support needs presenting for enrolment will receive positive consideration in line with Department of Education policy.
- Applications for early enrolment will be considered as outlined in the school’s policy for accelerated progression and in line with Department of Education policy for enrolment of High Potential and Gifted students.
- Background information including academic performance, behaviour and health status will be sought from the previous school on all students seeking enrolment. The Principal will defer enrolment until enquiries are carried out and measures are in place to support students.
- Appeals against the decision of the enrolment panel should be made in writing to the Principal. The purpose of an appeal is to determine whether the stated criteria have been applied fairly. Procedures to be followed are outlined in the Department of Education policy document *Complaints, Compliments and Suggestions 2020*.

Evaluation

This policy will be evaluated as part of the school’s Strategic Plan for policy review.

SCHOOL USE ONLY		
Date received	Priority on waiting list	
Notified	Enrolled	Cancelled
Student reports attached		

Non-Local Application Form

Non-local enrolments are only considered if the school can accommodate the child below the set local enrolment buffer.

The enrolment committee will consider each application equitably and develop a waiting list for non-local enrolment applications based on the following criteria (not in priority order):

- Siblings attend/attended Drummoyne Public School
- Proximity and access to the school
- Compassionate circumstances
- Safety and supervision of the student before and after school
- Special interests and abilities of the student
- Curriculum offerings
- Long standing connection with the school
- Other reasons

Child's Name: _____ **Enrolment grade sought:** _____

Child's Address: _____

Please nominate which criterion is to be considered and provide details:

- Siblings of students currently or previously enrolled at DPS to facilitate family unity.
- Proximity and access to the school.
- Compassionate circumstances of the family including proximity to carers and place of employment.
- Safety and supervision of the student before and after school and access to Out of School Hours Care (OSHC).
- Special interests and abilities of the student and the capacity of the school to meet the needs of the student.
- Availability of subjects eg Community Languages program of Greek and Italian.
- A long-standing connection with the school.
- Further information related to the criteria:

- Other reasons outlined in an accompanying letter.

Signature of Parent/Caregiver _____

Date _____

Thank you for completing the application. We will let you know the outcome following the next meeting of the enrolment panel.

Sincerely,

Brian J Dill
Principal