



## Enrolment Guidelines

General information regarding enrolment procedures for Randwick Public School is provided here. A complete version of the Department of Education enrolment policy is available from:

<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools-a-summary-and-consolidation-of-policy>

### Legislative Context

The government school system in New South Wales exists to provide high quality education for all students. The Education Act 1990 outlines the objectives 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.

### General Principles Governing Enrolment

- ✚ A student is considered to be enrolled when he or she is placed on the admission register of a school
- ✚ A student should be enrolled in one school only at any given time
- ✚ 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
- ✚ Parents may seek to enrol their child in the school of their choice
- ✚ School local areas are determined by the Department of Education and Training through a process involving consultation between the Asset Management Directorate and the district superintendent
- ✚ Schools are 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
- ✚ Schools are required to have a written procedure which states the grounds on which non-local enrolments will be accepted.

The primary criteria for acceptance of non-local enrolments will include meeting the needs of the student in relation to special courses (language, music, and pathways), safety and security of the student, availability of appropriate staff and permanent classroom accommodation

The decision on where to enrol a student, and with what level of support, will depend on a number of factors, including a student's educational needs, the expressed desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

### Enrolment numbers by grade

The recommended class size (state average) for:

- ✚ Kindergarten is 20 students per class
- ✚ Year 1 is 22 students per class
- ✚ Year 2 is 24 students per class

The enrolment ceiling for:

- ✚ Years 3 – 6 is 30 students per class

In addition to the above provisions, the total school enrolment K-6 should not exceed given available accommodation and will be adjusted to maintain the maximum number of single year classes.

### Enrolment Buffer

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements. Within the 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, on enrolment fluctuations and on the number of families moving into or out of the area.

### About Randwick Public School:

Randwick Public School has 38 permanent classrooms. The total enrolment as of 30<sup>th</sup> January 2018 is 958 students. Due to our increasing size and available teaching spaces, enrolment at our school from 2018 is restricted to the conditions outlined below.

### Enrolment at Randwick Public School:

Enrolment of students at Randwick PS is open to all families residing within the school's designated catchment area, who are Australian Citizens or Permanent Residents.

Students who reside outside the school catchment area (Non-local students) are not eligible for enrolment at Randwick Public School.

The following exceptions to non-local enrolment apply:

#### **Non-Local Siblings**

- ✚ In any year the school will implement a sibling non-local waiting list. Siblings of currently enrolled students will be placed on a waiting list until such time as the school can determine its demand for local enrolment. Places will be offered to non-local siblings on the basis that these students cannot create the need for an additional classroom.

#### **Should demand exceed available places, offers will be made on the following criteria:**

- a) The number of older siblings currently enrolled in the school.
- b) The year grade of currently enrolled siblings.
- c) Geographical proximity to the school.

#### **Children of RPS Staff:**

- a) The NSW Department of Education is committed to creating a fair and inclusive workplace through its Workforce Diversity Policy.
- b) In the context of this, Randwick Public School recognises that for some of its staff, full and equal participation as a member of the school teaching staff is facilitated by the enrolment of their children at the school in which they work.
- c) Staff will be permitted to make an application for non-local enrolment. Staff will also be required to demonstrate how the enrolment in their own local school would cause undue hardship and impact on their capacity to participate fully as a member of our school staff. Applications for non-local staff children will be considered in line with non-local siblings by a placement panel.

#### **Placement Panel**

- ✚ A placement panel exists to consider requests for the enrolment of nonlocal siblings and children of staff. A representative of the school Parents and Citizens Association sits on this panel should this be required.

#### **Criteria for non-local enrolment applications**

- ✚ There are no additional criteria for requests for the enrolment of students who reside outside the school's designated intake area (Non-Local)

#### **Waiting Lists**

- ✚ Waiting lists are established for non-local siblings and children of staff only.

#### **Appeals**

- ✚ Parents who wish to appeal against any aspect of these guidelines may do so in writing to the Principal.

#### **Procedural Review**

- ✚ These guidelines will be reviewed annually in response to local enrolment demand. Please check with the school to ensure you have a current copy of the school's guidelines.
- ✚ These guidelines were reviewed in August 2018.

### **NON-LOCAL PRIMARY SCHOOL PLACEMENT**

Randwick Public School is currently restricted by the Department of Education and Director, Educational Leadership, Bondi Principals Network to in area students who are Australian Citizens or Permanent Residents. The exception for siblings of students is currently maintained however even this exception may be removed due to accommodation pressure. Kindergarten, enrolments to non-local places based on the criteria listed below will be accepted up to the time that the maximum number of classes, as determined for any one year and based on accommodation requirements, is reached including local enrolments.

In years 1-6 non-local students will be placed where there are sufficient spaces, after all known local students are placed. Criteria for placement of non-local students will be in accord with criteria listed below.

Where demand for non-local places exceeds availability, the school will establish a placement panel made up of the Principal, a member of the school executive and a nominee of the P&C.

Application in the first instance will be through interview with the Principal. Priority for enrolment will be given to students entering Kindergarten at the beginning of the school year. Places may also be available in Years 1-6.

Criteria for Non-local Enrolment Applications

Criteria include factors such as (criteria are not listed in a priority order):

- ✚ siblings already enrolled at the school
- ✚ medical reasons
- ✚ proximity and access to the school
- ✚ safety and supervision of the student before and after school
- ✚ access to language, music and pathways programs
- ✚ 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. **Please Note: The order of receipt of applications does not predicate the order in which offers may be made.**

#### Waiting Lists

Waiting lists may be established for non-local students. Parents will be advised if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list should reflect realistic expectations of potential vacancies and are current for one year.

#### Appeals

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

If the matter is not resolved at the local level the Director, Educational Leadership, Bondi Principals Network will consider the appeal and make a determination. The Director, Educational Leadership, Bondi Principals Network will consult with the relevant principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

#### Kindergarten Enrolment

The principal will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children, including the procedure on immunisation. Advice will generally be provided through the newsletter and P & C meeting. 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.

#### ENROLMENT OF STUDENTS WITH SPECIAL LEARNING NEEDS

##### Students with Disabilities

The Department of Education and Training 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 enrolment in regular classes
- ✚ special classes within regular schools
- ✚ special schools
- ✚ modifications 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 should 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 and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

In many situations it will be possible to enrol a student with a disability at the desired school with the necessary level of specialist support. In some circumstances the level of support required, or the specialist nature of that support, will necessitate alternative enrolment options being provided. In each case, when a student with a disability presents for enrolment, it is the responsibility of the principal to ensure that an appraisal of the student's educational needs is carried out. For some students appraisal will occur as part of a planned enrolment process.

Appraisals will involve parents or caregivers and will entail consideration of the student's support needs in areas such as 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 special education consultants are available to assist in this process, in particular, to identify the resources which may be available to support the enrolment.

Requests for enrolment in special classes or special schools are considered by a district placement panel. The Special Education Handbook for Schools contains descriptions of services available, eligibility criteria for access to services and procedures to be adopted in enrolling students with disabilities.

##### Refusal of Enrolment

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

