ENROLMENT POLICY 2013

PURPOSE

The aim of this document is to outline the criteria for acceptance of non local students seeking enrolment at Camden South Public School.

KEY POLICY STATEMENTS

- Enrolment of students occurs when he/she is placed on the Camden South Public School admission register.
- Students are entitled to enrol at Camden South Public School if their home is situated in the school's intake area, which is defined by the school catchment map located in attachment 1. This map is determined by the Department of Education and Communities through a process involving consultation between the Properties Directorate and the School Education Director.
- No student will be discriminated against the grounds of his or her sex, race, religion or ethnicity.

ENROLMENT CEILING

716 STUDENTS (9 DEMOUNTABLES ON SITE 3 FOR SUPPORT UNIT)
ENROLMENT BUFFER
10 STUDENTS

NON LOCAL ENROLMENTS

- The enrolment of non-local students will be the responsibility of the placement panel made up of the Principal, Staff representative and Parent representative. This panel will be chaired by the principal who will have the casting vote.
- In assessing the application of individual students the panel will only consider the information provided on the application form. The decision made will be within the context of the enrolment ceiling and the buffer retained for local students who may arrive later in the year. All decisions and minutes will be recorded and made available to the School Education Director.

CRITERIA FOR NON-LOCAL APPLICATIONS

Criteria will be made available in advance to parents seeking enrolment for their child

The criteria is

- Proximity and access to school
- Structure and organisation of school
- Siblings who are already enrolled in mainstream classes at Camden South Public School.
- Siblings who are enrolled in the OC class at Camden South Public School.
- Siblings who are enrolled in the MC unit class at Camden South Public School.
- Medical reasons accompanied with appropriate documentation.
- Compassionate circumstances.
- Safety and supervision of the student before and after school.
- Special interest and abilities, related to curriculum choice.
Parents/guardians who are seeking nonlocal enrolment under these criteria are to complete an out of area enrolment application. This will be submitted to the school panel for consideration.

If seeking enrolment under compassionate circumstances, the panel will consider the needs of the student and make appropriate decisions on humanitarian grounds. In making appropriate decisions, the panel will assess the ability of the school to meet the special needs of non-local students. Non-local students will be offered enrolment if their identified needs can be catered for at Camden South.

The Principal will ensure that all criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decisions of the placement panel, if requested.

**WAITING LISTS**

A waiting list will be established and parents will be advised in writing if their child is to be placed on this list and their child's position on the list. The waiting list will be current for one year.

**APPEALS**

The purpose of an appeal will determine if the stated criteria has been fairly applied. Where a parent wishes to appeal against the decision of the panel, the appeal should be made in writing to the Principal. If the matter is not resolved the School Education Director will make the determination.

**KINDERGARTEN ENROLMENTS**

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before July 31st. Documentation including birth certificate or passport and immunisation certificate is required on enrolment. Parents who do not have their child immunised will be required to keep their child at home during an outbreak of a vaccine prevented disease.

Early entry to school for students who are intellectually gifted and talented will be offered. The school counsellor will conduct a comprehensive assessment process with input from the child’s parents.

Whilst it is the intention that the child 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 two. The Principal will enrol in kindergarten, students on transfer and children reaching statutory age of six years old.

**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 child has not learnt the appropriate skills to manage his/her behaviour.

**NEGOTIATED ATTENDANCE PLAN**

The Principal may need to implement a negotiated attendance plan to support a child's transition into the school. It may allow time for support structures to be implemented for ease of transition. Supports may include physical, medical, social and emotional. A negotiated attendance plan must be agreed to by School Education Director before plan is put in place.

**References**

*Enrolment Policy*, Department of Education and Training, August 1997