



ENROLMENT POLICY

Revised 2021

Millfield Public School

Enrolment Policy

This policy has been developed in accordance with the Department of Education and Training document *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (1997)*. It contains the general principles and procedures by which students will be enrolled at Millfield Primary School.

Local Area Enrolment

Children living within the **local area as determined by zones developed by the NSW Department of Education** will be enrolled in accordance with the policies of the NSW Department of School Education.

Enrolment Ceiling

The school has an enrolment ceiling of 78 students, based on accommodation of 3 permanent classrooms.

The enrolment ceiling has been calculated with reference to the school staffing formula and includes a buffer to accommodate local students arriving throughout the school year.

Enrolment Buffer

As stated in the above-mentioned DEC policy, a buffer must be determined to accommodate local students arriving throughout the year. Historical data (2014-2019) reveals an average yearly intake of 5 new midyear students. Based on this data the buffer will be set at 73 students.

Non-local enrolments will not be accepted once enrolments reach 73 students. If demand for non-local places exceeds availability, a placement panel will be established.

Non-Local Enrolment

Only locally zoned students will receive an automatic enrolment at the school. Applications for non-local enrolment will be considered only when there are places available in the school under the relevant buffer and the school has enough resources to ensure safety and curriculum standards can be maintained. *Applications for Non-local enrolment which would exceed this buffer may receive special consideration based on student need, current school resources and changes in enrolment trends. Applications for Non-Local enrolment can be obtained from the school.*

Enrolment of Kindergarten Students

Children may be enrolled in Kindergarten at the beginning of the school year if they turn five years of age by 31 July of that year. Documentation providing proof of age is required on enrolment.

Enquiries for kindergarten enrolment may be made during school hours. Applications for enrolment will be accepted from the commencement of Term 4 of the year prior to enrolment. Kindergarten orientation mornings will be held in Term 4 of each year.

Whilst it is desirable that students commence school at the beginning of the school year, parents who choose to enroll eligible children after the beginning of the school year may do so up to the end of Term 2.

The *Public Health (Amendment) Act 1992* requires parents to provide documented evidence of a child's immunisation status on enrolment at school. Parents have the right of not having their children immunised. However, in the event of an outbreak of a vaccine preventable disease, non-immunised children will be required to remain at home for the duration of the outbreak.

Early Enrolment of Students who are Considered to be Gifted and Talented

When a student is being considered for early enrolment in Kindergarten, the school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This will be undertaken by the school counsellor and may incorporate advice from registered psychologists. Input from the student's parents will also be considered.

A review of current research reveals a consensus that, for successful outcomes, a child should be within 6 months of approved entry age.

Enrolment of Students with Special Learning Needs

When students with disabilities are seeking enrolment, an appraisal of the students educational and support needs will occur. This may occur as part of a planned transition process, or at the time the enrolment is sought, and may involve the school counsellor and other DET staff.

In determining the most appropriate enrolment options a number of factors will need to be considered including:

- Expressed desire of the parents/caregivers.
- Appraisal of educational and support needs.
- Capacity to provide the level of support required.
- Availability of services at alternative locations.

In each case the Principal will conduct an appraisal of the student's support needs in areas such as curriculum, mobility, social skills, personal care and communication. This appraisal will involve the parents or caregivers.

Enrolment of Students who are not Australian Citizens

Applications for enrolment for students other than Australian citizens are dealt with under *Guidelines for Schools – Enrolment of Permanent Residents and Temporary Visa Holders* policy issued by the DET. Permanent residents enrolled in government schools have access to the same educational provisions as Australian citizens.

Temporary residents and temporary visa holders are subject to the conditions outlined in the above set of guidelines.

Transfer Applications

Students transferring from another NSW Government school will be required to provide a relevant *Student Transfer Certificate*. If this is not provided the school will immediately seek such a certificate from the student's last known Government school attended.

Short Term and Part-time Attendance

Where a student enrolled at another school needs to attend Millfield Public School for a short period of time (no more than one term) the student will be regarded as being on a short term attendance. These students will not be entered on the register of Millfield Public School. The home school will maintain the student's name on the attendance register with information of attendance being provided by Millfield Public School at the end of the stay, or the end of each term.

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 student has not learnt the appropriate skills to manage this behaviour.