



LEARN & LIVE

Lindfield East

PUBLIC SCHOOL

# Enrolment Policy

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## **Lindfield East Public School Enrolment Policy**

### **Local Area Student Enrolment**

Children are entitled to be enrolled at Lindfield East Public School if the child's home is situated in the intake area (contact school administration for current map and address list).

Documentation providing proof of residential address, age (such as a birth certificate or passport) and immunisation records are required on enrolment. If the child is transferring from another NSW Government school, a transfer form is required.

### **Non-Local Area Student Enrolment**

The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation. Lindfield East Public School has established an enrolment ceiling, based on permanent accommodation.

Within the enrolment ceiling, a buffer is determined annually to accommodate local students that arrive throughout the year. This buffer is based on historical data, on enrolment fluctuations and on the number of families moving into and out of the area.

### **Criteria for Non-Local Area Enrolment Applications**

Lindfield East Public School has established an annual placement panel to consider and make recommendations on all non-local applications.

#### **Placement Panel**

**Principal**

**Deputy Principal**

**P&C President**

In assessing non-local applications, the panel will only consider those matters presented on the application form and not oral or other submissions.

The decisions made by the placement panel must be made within the context of the agreed Lindfield East Public School ceiling and the buffer retained for local students arriving later in the year.

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

The criteria for selecting amongst non-local enrolment applications at Lindfield East Public School are: (in priority order)

- siblings already enrolled at the school
- proximity and access by Bus to Lindfield East Public School
- safety and supervision of the student before and after school
- availability of subjects and special interests
- compassionate circumstances

No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity or disability.

### **Waiting Lists**

Waiting lists are established each year for non-local area students. Parents should advise the school in writing and complete a non-local area enrolment application if their child is to be placed on the waiting list and his or her position on it. The size of the waiting list will reflect realistic expectations of potential vacancies.

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. Where required, the principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter.

### **Kindergarten Enrolment**

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 residential address, age (such as a birth certificate or passport) and immunisation records are required on enrolment.

Parents have the right of not having their children immunised. However, under the Public Health (Amendment) Act 1992, in the event of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.

The enrolment of eligible children in the Kindergarten year will commence within the first week of the school year.

The principal will enrol in Kindergarten, students on transfer and children reaching the statutory age of six throughout the year.

### **Early Entry to Kindergarten**

The principal may decide that early entry to Kindergarten is appropriate for a student who is intellectually gifted and talented. When a student is being considered for early entry to Kindergarten, the school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social adjustment. This will be undertaken by the school counsellor or a registered psychologist.

Those considering early enrolment may wish to note that a review of the research reveals a consensus that, for successful outcomes, a child should be within six months of approved entry age. (*Guidelines for Accelerated Progression, Board of Studies, New South Wales, 1991. Page 9*)

### **Enrolment of Students with Special Learning Needs**

When considering the enrolment of a student with a disability at Lindfield East Public School, a number of provisions need to be considered.

These factors include: the student's educational needs, the expressed desires of parents and caregivers and the capacity of the school and system to provide the level of support services required.

In some circumstances the level of support required, or the specialist nature of that support, will necessitate alternative enrolment options being provided.

When a local area student with a disability presents for enrolment, the Lindfield East Public School principal will ensure that an appraisal of the student's educational needs is carried out.

This will often involve consideration of supporting documentation from medical practitioners and other health and educational professionals.

### **Enrolment of Non-Australian Citizens.**

Non-Australian Citizens entering Australia must hold a valid visa and are subject to specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).

Lindfield East Public School requires all enrolments of students on temporary visas to seek authorisation via the Temporary Visa Holders Unit. Students will only be enrolled after approval by the Unit and sighting of all necessary documentation if there are available places in the grade appropriate for that student.

### ***Lindfield East Public School Placement Panel***