



Enrolment Policy and Procedures

Rationale:

The NSW Department of Education and Training requires all schools to establish and implement an enrolment policy. This policy documents the procedures to be used to implement *the Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (August. 1997)*.

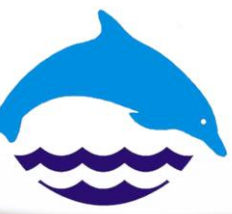
Aims:

At Blue Haven Public School we aim to meet the requirements of the Enrolment of Students Government Schools policy by implementing the General Principles Governing Enrolment as follows:

- A student is considered to be enrolled when he or she is placed on the Enrolment Register Number system.
- A student should be enrolled in only one school at a time.
- Children are entitled to be enrolled at Blue Haven Public School if their home is situated within the designated intake area. *See attached map.*
- 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.
- We will set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at Blue Haven Public School if he or she chooses to attend it.
- The policy will be adjusted as required to state the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- The policy and the criteria will be expressed in plain English, and in community languages where necessary.

The decision of 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 at alternative locations.

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



Enrolment Ceiling and Buffer

Enrolment Ceilings:

Blue Haven has 24 permanent classrooms. In the current environment of Blue Haven Public School the maximum enrolment ceiling will be 606 students. This figure has been calculated on the following data:

Class	Maximum enrolment by formula	Number of classes	Maximum capacity	Buffer	Difference
Kindergarten	100	5	20	5	95
Year 1	88	4	22	4	84
Year 2	88	4	24	4	84
Stage 2	165	5.5	30	5	160
Stage 3	165	5.5	30	5	160
Totals	606	24	206	23	583

The formula used above to determine the maximum class size in each academic year is based on the following **recommended** class numbers:

1. No Kindergarten class need exceed 20 students
2. No Year 1 class need exceed 22 students.
3. No Year 2 class need exceed 24 students.
4. No Year 3 - Year 6 class need exceed 30 students.

For 2019 with a staffing establishment of 24 classroom teachers our enrolment **ceiling is 606** students. Non-local enrolments will not be accepted once the enrolment reaches **583 students**.

Blue Haven Public School at all times attempts to maintain the enrolment ceiling in each grade so as to keep student/teacher ratios at a level which is most beneficial to the students and school.

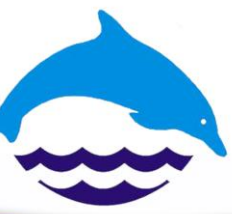
To this end the following Departmental Guidelines are adhered to as much as possible:

- Kindergarten – 20 students
- Year 1 – 22 students
- Year 2 – 24 students
- Year 3 – 30 students
- Year 4 – 30 students
- Year 5 – 30 students
- Year 6 – 30 students

Enrolment Buffer:

Within the enrolment ceiling a buffer of approximately 5% will be allowed to accommodate local students arriving through the year.

In accordance with the Enrolment of Students in Government Schools policy of 1997, *“No additional*



accommodation will be provided to cater for increased enrolments resulting from non-local placements”.

As per the NSW Department of Education and Training Enrolment Policy, places in the buffer are not to be offered to non-locals.

Non-Local Applications:

A placement panel will consider and make recommendations on all non-local enrolment application. This panel will consist of Executive Staff, the P&C President (or nominee) and the Principal (who will chair the panel and have a casting vote). In assessing the application the panel will consider only those matters presented on the application form and not oral or other submissions.

The decisions made by the placement panel will be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year.

The placement panel will record all decisions and minutes of meetings will be available on request of the Director, Public School New South Wales, Wyong Network.

Priority for Non-Local Enrolment Applications:

The priority for selecting amongst non-local enrolment applications will be made in advance to parents who are interested in enrolling their children. The following is the priority in which non-local enrolment will be considered by the Placement Panel:

1. Safety and supervision of the students before and after school care/ travel arrangements and/or distance
2. Siblings already enrolled at the school
3. Student wellbeing / welfare needs including medical needs
4. Compassionate circumstances
5. Particular educational or non-curricula programs that are not on offer at other local DEC school.
6. Structure, size and or organisation of the school

Application for enrolment may be declined if placement generates demand for extra staff or creates disruption to school routine and organisation.

Special Needs:

Where a student with special needs applies for local or non-local enrolment a full assessment of the student's needs and the needs of the present student enrolment will be required to determine the ability of the school with present resources to effectively meet the child's needs.

Areas to be considered:

1. Class sizes
2. Level and frequency of student's needs (learning, behavioural, social and emotional)
3. Resources available.

Feedback:

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



Waiting Lists:

A waiting list will be established for non-local students, Parents will be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list will reflect realistic expectations of potential vacancies (which are generally no more than 5 students a year). The waiting list will be current for one year commencing at the beginning of the school year. Vacancies for the following year will be offered in Term 4 to students on the waiting list. Parents of students on the waiting list will be informed in writing that a new waiting list will be established for the following school year and invited to make another application in writing for non-local enrolment.

Appeals:

Where a parent wishes to appeal against the decision of the placement panel, the appeal will 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. If the matter is not resolved at the local level the Director, Public School New South Wales, Wyong Network. will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

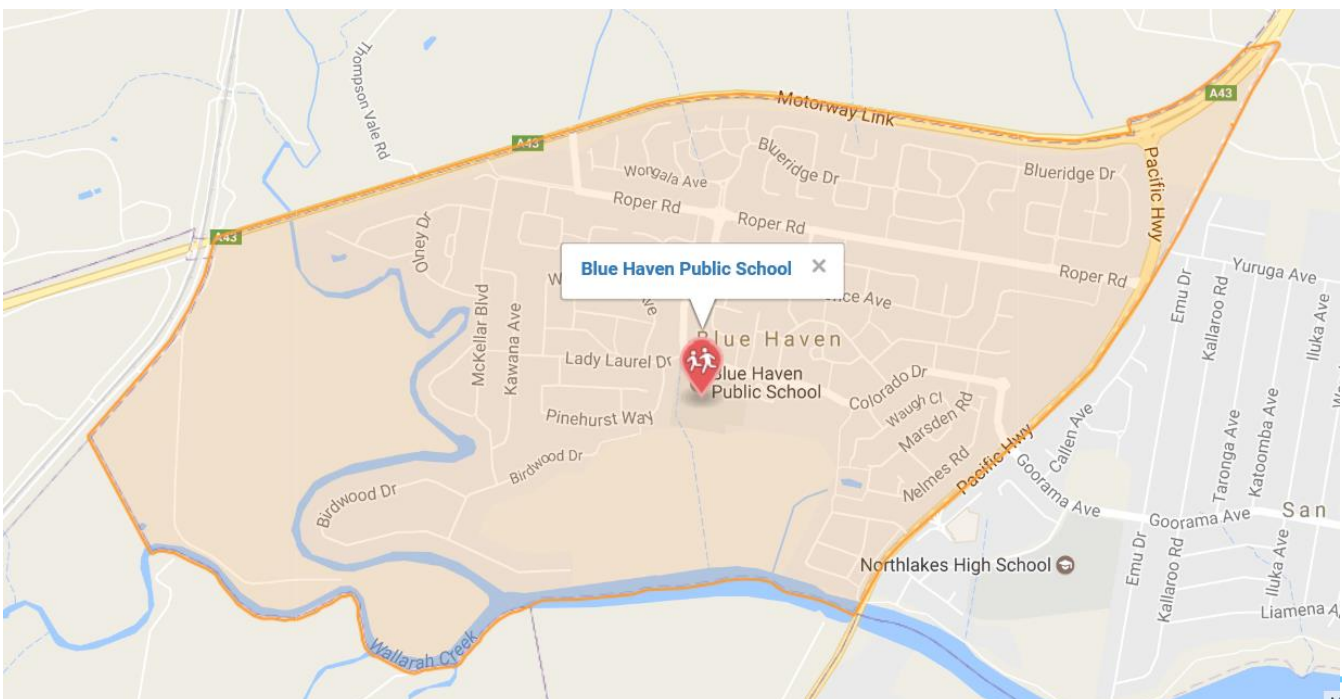
Department Policy References :

- *Enrolment of Student in Government Schools 1997*
- *Enrolling Children with Disabilities 1994*

(See *Justifiable defences – School Attendance – Policy and Procedures –p1, p24*)

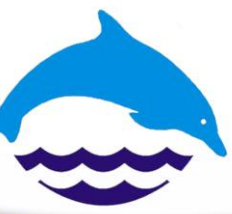
Evaluation:

This policy will be reviewed annually to determine the enrolment ceiling and the approximate number of non-local places available.



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BLUE HAVEN PUBLIC SCHOOL

DREAM - BELIEVE - SUCCEED

Established: Feb 2019

Review Date: Feb 2020

This policy has been endorsed by Staff and the Parents and Citizens