



Blue Haven Public School Enrolment 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 NSW Government Schools: General Enrolment Procedures (July 2019)*.

Aims:

At Blue Haven Public School we aim to meet the requirements of the Enrolment of Students in NSW Government School's policy by implementing the General Enrolment Procedures as follows:

- A student is considered to be enrolled when he or she is placed on the Enrolment Register Number system.
- Parents may enrol their child in Kindergarten at the beginning of the school year if the child turns 5 years of age on or before 31 July in that year. The Education Act 1990 mandates that all children must be in compulsory schooling by 6 years of age.
- 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.

Application to enrol at Blue Haven Public School

Please use the link below to apply to enrol your child at Blue Haven Public School.

<https://schoolsequella.det.nsw.edu.au/file/8a02d9b7-f934-401e-b96a-0949f04a3e14/1/detsef.pdf>



Enrolment Cap

The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. Schools are unable to take non-local students once they reach their buffer, unless there are exceptional circumstances.

Blue Haven Public School's Enrolment Cap is currently **554 Students** based on 24 permanent classrooms.

Enrolment Buffer

Within the enrolment cap, a number of enrolment places (buffer) are set aside for the enrolment of local students arriving throughout the year. The buffer is set by the principal and will differ from school to school based on enrolment fluctuations.

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

100-point Residential Address Check

Parents planning to enrol their child at a school that is near or at its buffer or cap will be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area. This means parents will need to provide documents to verify the child's current address. A list of approved documents is available on the school's website or at <https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/Residential-address-check.pdf>

2020 Proposed Class Structures

Class	Recommended Maximum enrolment by formula	Number of classes
Kindergarten	110	5.5
Year 1	99	4.5
Year 2	96	4
Year 3	105	3.5
Year 4	75	2.5
Year 5	90	3
Year 6	90	3
Totals	667	26

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

Non-Local Applications:

1. **Sibling** enrolments are clearly prioritised (where possible) in order to accommodate families that are already enrolled in the school.
2. Non-local enrolment applications are only considered by schools that can accommodate the child within their enrolment cap.



3. A placement panel will consider and make recommendations on all non-local enrolment applications. This panel will consist of a member of the school executive (chairperson), P&C representative and a staff member. In assessing the application the panel will consider only those matters presented on the application form and not oral or other submissions.
4. The decisions made by the placement panel will be made within the context of the agreed enrolment cap and the buffer retained for local students arriving later in the year.
5. The placement panel will record all decisions and minutes of meetings will be available on request of the Director, Public School New South Wales, Tuggerah Lakes Network.

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 Educational Leadership, Tuggerah Lakes 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.

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. Siblings already enrolled at the school
2. Safety and supervision of the students before and after school care/ travel arrangements and/or distance
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 routines and organisation.

Disability, Learning and Support:

For a child with a disability or additional learning and support needs, parents or carers should meet with their local school principal and the school learning and support team well ahead of time (preferably by term 2 of the year before starting school, term 2 of two years before starting school for a child needing help with access or mobility).

Students with a confirmed disability may be enrolled in any one of the following:

- regular classes (subject to standard enrolment procedures)
- support classes in regular schools (subject to placement panel procedures)
- special schools (subject to placement panel procedures)

The school principal, in consultation with the school's Learning and Support Team, will assist you to find the right schooling option for your child, taking into account your choice, your child's specific additional learning and support needs and proximity to local specialist services.

Where a child is enrolled in a support class or a special school this is done through a process known as a placement panel.

Where a student with special needs applies for local or non-local enrolment, a full assessment of the



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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. 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.

Department Policy References :

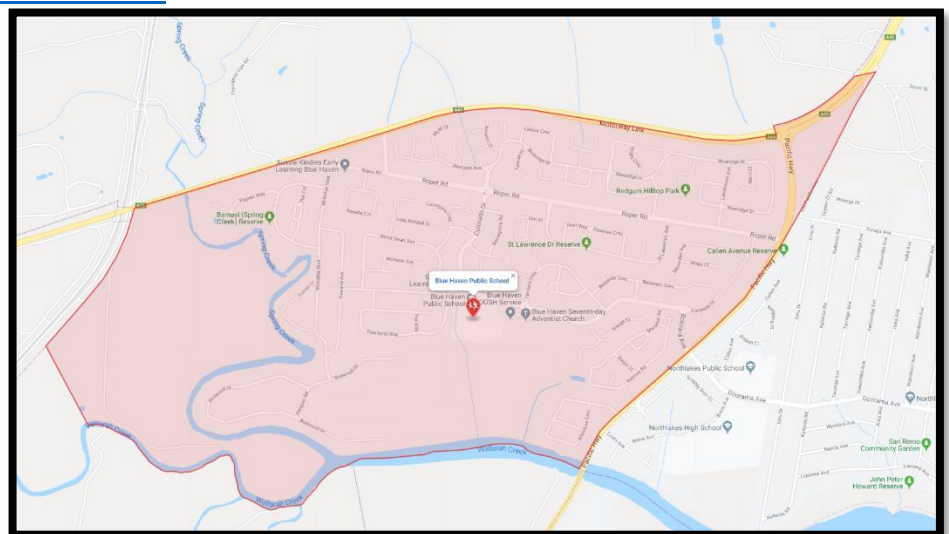
- *Enrolment of Student in NSW Government Schools 2019*
 - *Enrolling Children with Disabilities 1994*
- (See *Justifiable defences – School Attendance – Policy and Procedures –p1, p24*)

Evaluation:

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

<https://my.education.nsw.gov.au/school-finder>

**Blue
Haven
intake
area**



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Principal: Paul McDermott
37 Colorado Drive
Blue Haven
New South Wales 2262
Australia

Tel: (02) 4399 0167
Fax: (02) 4399 0184
Email: bluehaven-p.school@det.nsw.edu.au
URL: www.bluehaven.nsw.edu.au