



JERRABOMBERRA PUBLIC SCHOOL

ENROLMENT POLICY MARCH 2010

INTRODUCTION:

This policy is based on the document governing enrolments in NSW Public Schools – “*Enrolment of Students in Government Schools – NSW Department of Education and Training, 1997*”. Legislation, as set out in the ***Education Reform Act 1990***, requires students between the ages of 6 and 15 years to be enrolled at a school and to attend school each day that instruction is provided. It is the duty of the parent or care giver to ensure that these obligations are fulfilled.

SCHOOL BOUNDARIES:

The Department of Education and Training Properties Directorate, in conjunction with the local School Education Director (SED) determine the boundaries. These are NOT determined by the local school. Boundaries may change in the future because of variations in area demographics. The brief of the school at Jerrabomberra is to provide an education for any student who lives in the immediate catchment area of The Park or The Heights and seeks to be enrolled in their local public school.

ELIGIBILITY TO ENROL IN JERRABOMBERRA PUBLIC SCHOOL:

To be eligible to enrol at Jerrabomberra Public School, students must reside in either The Park or The Heights areas of Jerrabomberra. Please note that residents of North Terrace are not able to enrol at Jerrabomberra Public School.

Proof of residence must be confirmed by providing two of the following. Such documentation **MUST** be provided at the time of lodgement of the enrolment form.

- Current rental lease for at least 6 months
- Current Council rates notice/payment
- Current telephone account/payment
- Current water rates account/payment
- Current electricity account/payment
- Current driver's license

AGE FOR ENTRY:

Children may enrol in Kindergarten at the beginning of the school year if they turn 5
on or before 31 July

in that year. Whilst it is the intention that children 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 2.

We would always advise parents of very young children to discuss this issue with us before enrolment.

A Kindergarten Orientation program will be advertised and run in November each year and new students contacted and invited to attend as part of the enrolment process.

EARLY ENROLMENT:

Under exceptional circumstances, early enrolment may be requested and discussed. Children who do not turn 5 years of age by 31st July may be enrolled at the discretion of the Principal under the following conditions:

- The child is assessed by a school counsellor as being exceptionally gifted and talented.
- That the child is assessed as sufficiently mature to cope with most situations, both educational and social, in a Kindergarten class.
- That a psychologist's assessment indicates that the child is intellectually advanced (i.e. in the top 2% of learners.)

ENROLMENT OF STUDENTS WITH SPECIAL NEEDS:

The Department of Education and Training provides support for services and resources depending on the specific needs of a student. In considering the enrolment of a student with a disability, it is essential to consider the rights of the parent and child to choose the right school for their child's education. In addition, decisions need to be made regarding physical access to buildings and equipment and any modifications needed, targeted funding, specialist teachers, consultancy and/or support made available, special schools or classes in the area as alternatives, and special transport needs.

If a child lives in the Jerrabomberra Public School area, his/her educational needs will firstly be appraised by the Principal. This may be done in consultation with the parents or care givers, the school's Learning Support Team and Queanbeyan District Office special education consultants. The special needs of the child will need to be identified and will then provide the framework within which enrolment can occur. If it is recommended that placement at a special class or school should be considered as a preferred alternative, this will be followed through by the district placement panel.

Parents should NOT presume that financial funding will be allocated to all students with special needs. Application can be made but not presumed.

ENROLMENT OF NON-AUSTRALIAN CITIZENS:

Non-Australian citizens must hold a valid passport and visa to enrol at a school. It is compulsory for all students aged 6 – 15 years to be enrolled in an Australian school if they have a visa granting them permanent residency in this country.

Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions as outlined in the *Enrolment of Temporary Visa Holders in New South Wales Government Schools* Information Booklet. According to the category of the visa, some students may attract fees whilst others, particularly those attached to visiting Defence Force personnel, may be fees exempt.

ALL students of non-Australian origin must present their passport on enrolment enquiry and must seek permission to enrol BEFORE actually enrolling in the school.

PROCESS FOR NON-LOCAL ENROLMENTS:

At this stage, Jerrabomberra **cannot accept non-local** placements.

In the case of a persistent request for a non-local enrolment, parents may appeal to the local School Education Director in writing, providing they feel they fit into one of the following criteria:

- Availability of appropriate staff and permanent classroom accommodation
- Siblings currently enrolled at the school
- Medical reasons
- Compassionate reasons

PROCESS TO BE FOLLOWED ON AN OUT-OF-ZONE ENROLMENT APPLICATION:

On completion of the form from the front Office or from District Office, the enrolment application will be considered only if the grounds as stated previously have been met. It will also depend on:

- the spaces available in those classes in permanent buildings only
- the compassionate basis of the request
- special circumstances or
- special direction by District Office personnel

No child will be discriminated against for enrolment because of gender, ethnicity, religion or disability.

Any out-of-area enrolment will be considered by a panel comprised of the Principal, the Learning Support co-ordinator and the SASS person in charge of enrolment monitoring. The Counsellor may be called to also offer advice on a decision.

CLASS SIZES:

Class sizes are totally dependent on the whole-school allocation of staff on a pre-determined staffing formula as determined by the NSW Department of Education and Training. The school has no control over this formula but will endeavour to keep classes within the following allotments:

CLASSES		Ideal Number of Students
Early Stage 1	Kindergarten	20 - 22
Stage 1	Year 1	22 - 24
Stage 1	Year 2	24 - 26
Stage 2/3	Years 3 - 6	Not to exceed 30

These numbers are the suggested framework. However, the number of students per class will be decided by the Principal and Executive staff in consultation with class teachers as needs arise and staffing is allocated. The best interests of teachers and children will be considered as well as organisational matters.

DOCUMENTATION REQUIRED ON ENROLMENT:

The Department of Education and Training requires the school to sight originals of the following:

- Birth Certificate and/or passport
- Immunisation Certificate for your child or a written statement indicating the reasons for non-immunisation
- Proof of residence (as explained previously)
- If applicable, passports of both parents
- Any documents/court orders regarding guardianship or access
- Instructions for medication required at school, parent to sign our indemnity register

PLEASE, also support your child by providing:

- Information about any medical condition from which the student suffers.
- Copies of any paediatric, physical, psychological or academic reports to date that will help us understand your child's needs better.