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**Enrolment of Students in Government Schools – Casino Public School**

# Rationale

This school's local area is determined by the Department of Education (DoE) in accordance with the Education Reform Act 1990. This school will seek to ensure that every eligible local child will have a place at Casino Public School if he or she chooses to enrol here. In an endeavour to create an optimum learning environment, Casino Public School has determined the following enrolment policy to ensure a learning environment which maximises learning opportunities for all students.

School Boundarv Map (Appendix 1)

# Verification of Local Residency

For a student to be enrolled as a local placement, parents will be asked to provide 100 points as per the General Guidelines which includes proof of residency that they live in the local area and that the child being enrolled also lives in the local area.

# General Guidelines

* All documents MUST be in the name of the enrolling parent
* At least ONE Category A document is required
* A copy of the original documents is accepted (Documents printed off the Internet are not acceptable)
* All documents must be current (dated within the last 3 months)
* Personal references are not considered

**General Principles**

* A student is considered to be enrolled when he or she is placed on the admission register of a school.
* A student should be enrolled in one school only at any given time.
* Children are entitled to be enrolled at the government school that is designated for the intake area within which the child’s home is situated and that the child is eligible to attend.
* Parents may seek to enrol their child in the school of their choice.
* School local areas are determined by the Department of Education through a process involving consultation between the Properties Directorate and the district superintendent.
* Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
* Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.

**School level**

* Parents have the right to seek enrolment for their child in the school of their choice
* Local students are entitled to enrolment in their local school
* Schools must have an Enrolment Protocol and Procedures document
* Every school must have an **enrolment ceiling** (Calculated prior to the start of the school year and reviewed once classes are formed)
* Every school determines an appropriate buffer to ensure that the school has appropriate capacity to cater for local enrolments throughout the year

**Enrolment Protocol and Procedures – Casino Public School**

**School Enrolment Ceiling**

|  |  |
| --- | --- |
| **Description** | **Capacity** |
| Kindergarten | 20 |
| Year 1 | 22 |
| Year 2 | 24 |
| Year 3 - 6 | 30 |
| Preschool | 40 (50% ATSI) |
| Support Unit | Variable according to disability criteria |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Number of Teaching Spaces** | **Capacity** | **Total** |
| Kindergarten | 4 | 20 | 80 |
| Year 1 | 4 | 22 | 88 |
| Year 2 | 4 | 24 | 96 |
| Year 3-6 | 12 | 30\* | 360 |
| **TOTAL** | **24** |  | **624** |

The school currently has 24 teaching spaces.

The school currently has four demountable classrooms allocated to it, these are not counted as teaching spaces when calculating the ceiling for student enrolments.

**Enrolment Buffer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Number** | **Capacity** | **Total** | **Buffer** | **Available** |
| Kinder | 4 | 20 | 80 | 2 | 78 |
| Year 1 | 4 | 22 | 88 | 2 | 86 |
| Year 2 | 4 | 24 | 96 | 2 | 98 |
| Year 3-6 | 12 | 30\* | 360 | 6 | 354 |
| **TOTAL** | **24** |  | **624** | **12** | **612** |

* Within the ceiling, a buffer is determined to accommodate local students arriving throughout the year
* The size of the buffer is based on historical data of students enrolled and students leaving over a three year period
* Places in the buffer are only for local students and cannot be offered to non-local students

**Enrolment Procedures**

* In Zone – **Enrol** (Violence exception, refer to the Enhanced Enrolment Procedures)
* Out of Zone, places available under ceiling excluding buffer, demand does not exceed places – **Enrol**
* Out of Zone, places available under the ceiling excluding buffer, demand exceed places – **All applications are evaluated by a placement panel using published criteria and applicants ranked, waiting lists created**
* Out of Zone, no places available under ceiling excluding buffer- **No offer can be made**

**Enrolment Panel**

* Where demand for non-local places into Kindergarten the following year exceeds availability, a Placement Panel shall be formed by the Principal.
* Composition includes: Principal, teacher representative and a representative member of the Casino Public School P&C.
* At other times in the year the Principal or nominee shall decide on the enrolment of non-local students.
* Parents will be provided with an explanation of the decisions of the Placement Panel or the Principal in writing, should they request it

**Non-local enrolment applications**

* The placement panel must record all decisions and minutes from meetings
* Establish waiting lists

**Criteria for Non-local Enrolment Applications**

The school receives a number of applications from non-local students, particularly for placement into Kindergarten. All non-local applicants will be considered for enrolment by an *Enrolment Panel* (for placement in Kindergarten at the beginning of the following year), or its nominee (usually the Principal for other applications). The school will accept non-local enrolments based on the following criteria (in no particular order). No single criterion will guarantee automatic placement.

Criteria for selecting amongst non-local enrolment applications should be documented and made available, in advance, to parents who are interested in enrolling their children.

Criteria include factors such as (criteria are not listed in a priority order):

* proximity and access to the school
* siblings already enrolled at the school whose residential address was within the intake zone on enrolment at CPS
* siblings already enrolled at the school whose residential address was not within the intake zone on enrolment at CPS
* medical reasons
* safety and supervision of the student before and after school
* Physical, emotional and medical needs related to a student's wellbeing
* compassionate or family circumstances
* structure and organisation of the school.

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

**Waiting lists**

Waiting lists will be established for non-local students. Parents should 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 should 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 Principal/Placement Panel, the appeal should be made in writing to the Principal. The school recognises that if the situation is not resolved at the local level, parents have a right of appeal to the Director of Public Schools to make a determination. Such appeals would be successful only if the school has failed to follow its stated criteria, or has failed to observe any directions given in **Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (August 19971.**

**Enrolment Forms**

Parents are required to attend an interview at the school prior to an enrolment being considered (Kindergarten the following year being excepted). At this interview, it may be necessary for parents to produce previous school reports and other related documents. Should a student be accepted into the school, information will be required concerning student details. Parents will be required to complete an "Application to Enrol in a NSW Government School". It must be noted that until a completed application to enrol has been accepted by the school, a child's enrolment at Casino Public School has not been finalised. If accepted, an official confirmation of enrolment will be sent to parents.

**Enrolment of Students with Special Needs**

Enrolment of students with special learning needs will be undertaken in collaboration with parents, school and D of E personnel to consider the full range of options available to meet the student's learning needs and to take into consideration any risk management concerns.

Enrolment of students with disabilities will be considered after input from parents, school staff district appropriate D of E staff and other professionals.

**Enrolment of Non Australian Citizens**

Non Australian students must hold a visa, and may be enrolled under conditions set out in the booklet *"Conditions for Enrolment of Non Australian Citizens in NSW Government Schools."* Temporary residents may be enrolled for the period specified on the visa. International students studying in NSW may enrol their school aged dependents. Students on a Visitor's Visa may enrol for a maximum of three months, but must arrange their enrolment through the International Students Centre (Ph. 02 9561 8209 or Fax: 02 9561 8613). DEC approved Student Exchange organisations e.g. Rotary Youth Exchange may also apply for enrolment as an exchange student.

**Professional Courtesy**

* Inform prospective Out of Zone applicants of their local school
* Only speak in positive terms about every Public School
* Contact the Principal of the local school and provide details of applicant before finalising any enrolment
* Publish “Enrolment Implementation protocols and procedures” on website, in School Information Book and school newsletters
* Communicate and educate parents, community and staff
* Consult with Director as required
* *NB: It is a professional expectation that every Principal adheres to the above points. This does not diminish a parent’s right to seek enrolment in the school of their choice*

Please refer to the Department of Education’s policy Enrolment of Students in Government Schools

**Appendix 1**

**Casino Public School – Intake Zone**

With the Casino township bounded by the 50 kph speed zone the Casino Public School’s intake zone is to the east of the Sydney to Brisbane railway line until its junction with the Casino to Murrwillumbah railway line. From this point the intake zone continues to the east of that landmark.

The intake zone beyond the township is outlined by the following road networks to the points described:

Casino-Coraki Road to the intersection of Tatham –Ellangowan Road and Tomki- Tatham Road

Ellangowan Road to the intersection of Tatham-Ellangowan Road

Summerland Way south from Casino to Johnsons Road

Bruxner Highway east to Tomki-Tatham Road and Canaiba Road.

Spring Grove Road east from Casino to Canaiba Road.

Naughton’s Gap Road to Ram Rambaldiuis Road

Groves Road to Naughton’s Gap

Manifold Road to Saville Road.

**Appendix 2**

**DOCUMENTATION**

**Category A**

50 points

* electricity bill
* gas bill
* water rates
* telephone bill (not mobile)
* land rates
* proof of purchase residential property
* current lease (must be 12 month lease)
* electoral roll
* drivers licence
* motor vehicle/marine vessel/trailer documents
* bank account

**Category B**

1. points

### Mobile phone account

### Union membership

### Superannuation documents

### Life Insurance documents

### Medical accounts/Medicare card

**Category C**

1. points

* post office mail redirection
* retail purchase
* statutory declaration