



Enrolment Policy

Preamble

Revesby South Public School currently has space for 16 classrooms with a resultant enrolment ceiling for the school of approximately 400 students. At present there are 13 classes from Kindergarten to Year 6.

Enrolment Ceilings

Revesby South Public School at all times attempts to maintain the enrolment ceiling in each grade so that student/teacher ratios are at a level that is most beneficial for effective teaching and learning. The Department of Education (DoE) **Class Size Reduction Program** has resulted in averages across the state of:

- 20 students per class in Kindergarten;
- 22 students per class in Year 1;
- 24 students per class in Year 2; and
- 30 students per class in Years 3-6.

Enrolment Buffer

As stated in the DoE policy **Enrolment of Students in Government Schools**, "No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements." To this end a buffer of two students per grade is maintained in order to accommodate local students arriving throughout the year.

Enrolment of Local Students

Students enrolling in Kindergarten require proof of age (birth certificate or passport). The standard enrolment form needs to be completed prior to enrolment. Students may enrol if they turn five by 31 July in that year. Older students will be appropriately placed based on their age. For example, in 2017 student birthdates falling between

- 1 August 2011 – 31 July 2012 Kinder
- 1 August 2010 – 31 July 2011 Year 1
- 1 August 2009 – 31 July 2010 Year 2, etc

For students transferring from other schools, the standard enrolment form also needs to be completed. The Principal will check the enrolment form and seek support from the Learning and Support / English as a Second Language (ESL) teacher prior to assigning a class. Discussions with parents will seek to clarify areas of strength/areas of concern. Numbers in classes will also be a factor in placement.

Non-local Enrolment

Parents may seek to enrol their child in the school of their choice in addition to their local school. Non-local enrolment applications to Revesby South Public School, particularly in Kindergarten, have been a feature over a number of years. To facilitate consideration by a placement panel, an additional form is required (**attached blue form**), as well as the standard enrolment form. On the reverse side of this additional form the specific criteria for Non-local enrolment may be listed. This criteria is also outlined in this Enrolment Policy.

Priority for non-local primary school enrolment will be given to students entering Kindergarten. Places may also be available in Years 1-6.

Placement Panel

Revesby South Public School has established a Placement Panel to consider and make recommendations on all non-local enrolment applications. The panel is composed of the principal (who is the chair and has a casting vote), a staff member and a community member.

The following criteria have been developed by the Placement Panel. These criteria are consistent with the general principles governing enrolment (outlined on page 6 of ***Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy***).

Criteria for Non-local Enrolment Applications

The following criteria, applied equitably to all applicants, are documented and made available to parents interested in enrolling their children. These criteria will be **strictly** applied, by the Placement Panel, to determine whether a place will be offered.

They are:

- ***siblings already enrolled at the school;***
- ***proximity and access to the school;***
- ***safety and supervision of the student before and after school; and***
- ***compassionate circumstances.***

Once the Placement Panel has met, parents are notified in writing if their application has been successful or not.

Waiting List

A waiting list may be established if the demand for non-local places exceeds the available spaces (including the buffer). Parents will be advised in writing if their child is to be placed on a waiting list, which is 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 who will seek to resolve the matter at the local level.

Further appeal rights are directed to the Director who will make a determination. The determination will be based on whether or not the stated criteria have been applied fairly.

Enrolment of Students with Disabilities

When students with disabilities are seeking enrolment into a mainstream class, an appraisal of the student's educational and support needs will occur. This may occur as part of a planned transition process, or at the time enrolment is sought and will involve parents/carers.

In determining the most appropriate enrolment options, a number of factors will need to be considered including:

- the expressed desire of parents/carers;
- appraisal of educational and support needs;
- the school's capacity to provide the level of support required; and
- the availability of support services at alternative locations.

The appraisal may involve seeking assistance from the Director and Area Office personnel.

Enrolment of Non-Australian Citizens, including permanent residents, temporary residents and visitors

Non-Australian citizens, including permanent residents, temporary residents and visitors, may enrol in NSW government schools, subject to certain conditions.

Thorough checks are needed of:

- passports and visas,
- the original documents of temporary visa holders (who are subject to specific enrolment conditions).

Assistance is sought, by the school; from DoE International Student Programs before enrolment proceeds.

The Revesby South Public School community acknowledges that enrolment in NSW government schools is the right of every child and that parents/carers have the right to apply to a school of their choice. Acceptance is based on the factors outlined above.

(This policy is reviewed annually - earlier if enrolment procedures change).