

RICHMOND NORTH PUBLIC SCHOOL



ENROLMENT POLICY

This policy is drawn from the Departmental Guidelines in 1997 and the Education Reform Act 1990.

Introduction

In N.S.W. students between the ages of six and fifteen are required to be enrolled at a government or registered non-government school and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

Rationale

Richmond North Public School is situated in a well defined geographical area and shares boundaries with Richmond Public School, Freeman's Reach Public School, Grose View Public School, and Kurmond Public School.

Kindergarten Enrolment

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year.

Applications for enrolment will be accepted in the year prior to enrolling in Kindergarten.

The enrolment of eligible children in the Kindergarten year will commence within the first week of the school year.

Enrolment of Students with Disabilities

When a local area student with a disability presents for enrolment, the Richmond North Public School principal will ensure that an appraisal of the student's educational needs is carried out. Appraisals will involve parents or caregivers and will entail consideration of the student's support needs in areas such as curriculum, mobility, social skills, personal care and communication. It will often involve consideration of supporting documentation from medical practitioners and other health and education professionals.

Enrolment of Non-Australian Citizens

Non-Australian Citizens entering Australia must hold a valid visa and are subject to specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).

Richmond North Public School requires all enrolments of students on temporary visas to seek authorisation via the Temporary Visa Holders Unit. Students will only be enrolled after approval by the Unit and sighting of all necessary documentation if there are available places in the grade appropriate for that student.

Non-Local Enrolment

From time to time "Non-Local Enrolment" applications are received from parents living outside Richmond North Public School boundaries who wish to have their children attend Richmond North Public School.

To consider these applications the following policy has been developed.

Policy

1. Boundaries of Richmond North Public School local area are:
 - East to the Hawkesbury River
 - North to Wire Lane/Slopes Road
 - West to Slopes
 - South to intersection Grose Vale Road & Grose River Road
2. The enrolment ceiling for Richmond North Public School, based on 12 permanent classrooms, is **314**.
3. Within the enrolment ceiling, a buffer of **15** places will be reserved for local enrolments.
4. "Non-Local" enrolments will not be accepted if additional accommodation or staff is required to cater for them.
5. A **Placement Panel** will consider and make recommendations on all non-local enrolment applications. The panel will consist of the two School Executives, the Parents & Citizens President (or nominee) and the School Principal.
6. The following criteria will be considered as relevant to "Non-Local" enrolments
Criteria (not listed in a priority order) could include factors such as:
 - proximity and access to the school;
 - siblings already enrolled at the school;
 - medical reasons;
 - safety and supervision of the student before and after school;
 - compassionate circumstances; and/or
 - structure and organisation of the school

All placement decisions and minutes will be recorded by the panel. The principal will ensure that the established criteria are applied equitably to all applicants. Parents will be provided an explanation of the decisions of the placement panel in writing, should they request it.

7. **Waiting Lists** may 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.
8. **Appeals** — Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The principal will seek to resolve the matter.

If the matter is not resolved at the local level, the School Education Director will consider the appeal and make a determination. School Education Director will consult with the relevant principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Enrolment Documentation Requirements

Before enrolment at any school the following documents must be presented:

- Birth Certificate *or* Passport
- Up to date Immunisation Certificate

Parents have the right of not having their children immunised. However, under the Public Health (Amendment) Act 1992, in the event of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.

Documentation providing proof of residential address must be produced e.g.

- Council Land Rates
- Rental Agreements
- Water Rates
- Electricity Account
- Gas Account
- Home Telephone Account
- Centre link Documents
- Medicare Account

Enrolment Policy Links

[Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy](#)

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Legal Issues Bulletins

- **address of student - documentation to establish** ([Bulletin No. 43](#))
- **age of student - documentation to establish** ([Bulletin No. 43](#))
- **approval of - person responsible for** ([Bulletin No. 43](#))
- **false information by parents - legal ramifications** ([Bulletin No. 43](#))
- **immunisation of students - impact on** ([Bulletin No. 43](#))
- **information for - different information subsequently provided - action** ([Bulletin No. 43](#))
- **multiple schools - policy in respect of** ([Bulletin No. 43](#))
- **part time** ([Bulletin No. 43](#))
- **prohibited persons seeks - action to be taken** ([Bulletin No. 38](#))
- **refusal to accept - non provision of information by parents** ([Bulletin No. 43](#))
- **reversal of false information provided** ([Bulletin No. 43](#))
- **schools - birth certificate name to apply** ([Bulletin No. 6](#))
- **violent school students - procedures for** ([Bulletin No. 40](#))

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