

# **FERN BAY PUBLIC SCHOOL**



## **ENROLMENT POLICY**

**Revised, January 2019**

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# **Enrolment Policy**

## **RATIONALE:**

The Education Reform Act 1999 in brief, requires students between the ages of six and seventeen 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.

Principles governing enrolment are as set out in the document “Enrolment of Students in Government Schools: A Summary and Consolidation of Policy” August 1997 (PD 20020006).

## **Implementation:**

Kindergarten students may be enrolled as long as:

- Their fifth birthday is prior to July 31<sup>st</sup> in the year they are to commence.
- Enrolment forms are completed by parent/caregiver.
- Principal sights the student’s Birth Certificate and files their Record of Immunisation.
- Requests for early enrolment require assessment by the School Counsellor under Departmental guidelines.

All students may be enrolled as long as:

- Where a change of name is requested, the Principal must sight a copy of the legal documents for verification, otherwise students can be
  - (i) “also known as” or
  - (ii) preferred name
- Students 6-17 years must be enrolled and attend school on each day that instruction is provided (Justifiable defences – “School Attendance – Policy and Procedures” – p.1, p.24)
- The Transfer of Students from school to school procedure is followed (pp. 22, & 23 “School Attendance Policy and Procedures – 1991.

## **ENROLMENT CEILING: 32**

Based on the availability of 1 permanent classrooms, with the current enrolment ceiling being 32 students.

## **ENROLMENT BUFFER: 26**

## **NON-LOCAL ENROLMENT**

1.0 Students will be accepted for non-local enrolment at Fern Bay Public

School as follows:

- 1.1 **Students who have siblings currently enrolled at this school; or**
- 1.2 Students who have compassionate reasons accepted by the placement panel; or
- 1.3 Students who have generational family association at this school; or
- 1.4 Students who have documented medical reasons; or
- 1.5 Students whose parents wish them to attend this school as a matter of personal choice,

**providing that:**

- (a) the school's enrolment ceiling is not breached and
- (b) the school's enrolment buffer zone is not breached and
- (c) state-wide class size targets are not breached and
- (d) the safety, well being and supervision of the student whilst traveling, and before and after school, can be reasonably assured in the opinion of the placement panel, and
- (e) the enrolment of the student does not disrupt the organisation of classes after the commencement of the school year.
- (f) Students with a history of violence will not be enrolled until,
  - (i) student records are provided to the school (DET schools only)
  - (ii) a risk assessment in terms of OH&S has been undertaken as per "memorandum to Principals DN/03/00589.
  - (iii) the risk assessment may take 1 to 3 weeks or longer depending on level of risk.

- 2.0 When the number of requests for non-local enrolment exceeds the number of available places, non-local students will be accepted in the priority order of categories 1.1 to 1.5 above.
- 3.0 Decisions about applications for non-local placement will be based upon availability as per the policy. Applications lodged will not be considered until the Enrolment Committee has met which is usually around Week 3 and Week 8 of each term. The priority criteria for 1.1 to 1.5 above, will be used to select between applicants and to prioritise non-selected applicants on the waiting list. The Enrolment Committee will comprise of the Principal, a nominated staff representative and an appointed member of the P&C.
- 4.0 Ongoing applicants for non-local enrolment during the year, for whom no position is available, will be placed on the waiting list in order of receipt of application. This list will remain active for 6 months only. A new application will then be required to be submitted. Applicants will be told their number on the waiting list.
- 5.0 Notwithstanding clause 4.0, ongoing applicants for non-local enrolment during the year who are accepted by the placement panel as satisfying 1.1 or 1.2, will be placed at the top of the waiting list.

### **Class Size Buffer and Reduction Targets**

All classes are set with a non-local placement buffer which will not be breached. The buffer numbers are;

- Kinder = 18
- Yr 1 = 20
- Yr2 = 22
- Yrs 3 to 6 = 27

The state-wide class size reduction targets are;

- Kinder = 20 (non-local placement buffer of 10% begins at 18 students allowing 2 students for local placement before class full)
- Year 1 = 22 (non-local placement buffer of 10% begins at 20 students allowing 2 students for local placement before class full)
- Year 2 = 24 (non-local placement buffer of 10% being 22 students allowing 2 students for local placement before class full)

Other state-wide class size targets are;

- Years 3 to 6 = 30 (non-local placement buffer of 10% being 27 students allowing 3 students for local placement before class full)

While these are average state-wide targets and are not absolute for individual schools, Principals should make every attempt to reach or approximate these targets.

### **Information Required in Determining Address**

The school will request evidence of residential address. Such documentation to be presented to the school may include;

- Council rate notices. Accounts for electricity/water/gas usage.
- Telephone bills.
- Lease documents
- Statutory Declaration, etc.

Serious penalties do exist for false information provided to the school under the Oaths Act 1990 Section 25A and the Crimes Act 1900 section 307B. False information can result in the enrolment decision being reversed through the approval of the Director.

### **Decline of Enrolment**

Decline of enrolment for both local and non-local students can be for both physical and psychological reasons as outlined in Legal issues Bulletins 40 and 43 and as per policy.