



RIVERBANK PUBLIC SCHOOL

25 Wentworth Street THE PONDS NSW 2769

Ph: 9626 7511 Fax: 9626 1001

Website: www.riverbank-p.schools.nsw.edu.au

Email: riverbank-p.school@det.nsw.edu.au

29 July 2015

ENROLMENT POLICY

Rationale:

The Education Reform Act 1990 requires students between the ages of six and fifteen 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 these obligations are fulfilled.

The catchment area for Riverbank Public School has been determined following consultation between the School Education Director and the principals of adjacent schools.

In general, all students living within the catchment area should be guaranteed a place in the school. Non-local enrolments cannot be used to create the need for additional staff and accommodation.

Whenever enrolments exceed the accommodation available in permanent classrooms non-local enrolments can only be accepted in exceptional circumstances as detailed in Section 3 below.

Statement of Commitment to People with Disabilities:

Awareness and responsiveness

Staff of the Department demonstrates awareness of the rights, needs and diversity of people with disabilities within our communities. They respond by consulting appropriately, planning effectively and providing high quality services for students, staff and customers.

Access

Staff of the Department work to progressively identify and remove attitudinal, communication and physical barriers that stand in the way of entry and participation by people with disabilities in the education, training and employment opportunities offered by the Department.

Participation

Students, staff and customers with disabilities have the same opportunities as other people to take advantage of the range of education, training and employment opportunities provided by the Department and its funded organisations.

Accountability

The Department measures and reports on its progress in developing and implementing policies and practices to improve access, participation and outcomes for people with disabilities.

At the time of enrolment enquiry it will be necessary to:

- Interview parents and the student to ascertain that all other criteria for enrolment are in order
- Gather all relevant information regarding the child's needs
- With the assistance of the School Counsellor and Special Education Consultants ascertain the support needs of the student that these needs can be met and that enrolment is appropriate.

Decisions regarding the student's enrolment will be made in consultation with parents and Department of Education and Communities' staff.

Riverbank Public School Enrolment Policy is based on current policy of the NSW Department of Education and Training - *Enrolment of Students in Government School (August 1977)*.

Local Enrolment

Riverbank Public School must accept enrolments for Kindergarten students within the designated drawing area provided that they turn five years of age on or before 31 July of that year. Enrolments must also be accepted for students from other grades within the drawing area.

The drawing area for the school is bounded by the following:

- South of Schofields Road between Alex Avenue and Buttercup Street
- East of Alex Avenue between Schofields Road and the end of Bennett Creek
- Corner of Hambledon Road and Stanhope Parkway towards Mosaic Avenue to Angel Wing Street
- West of Second Ponds Creek to Spearmint Parade
- North of Spearmint Parade and west of Buttercup Street and Lomandra Crescent

A map showing these boundaries is available at the school office. The school has reached its enrolment ceiling and is currently closed to out of area applications except in extremely exceptional circumstances. Offers to these students are not guaranteed and will be made at the discretion of the Enrolment Placement Panel.

As per the 'Application to Enrol in a NSW Government School' page 15 'Proof of student's residential address', Riverbank Public School has a 100 Points Checklist.

100 Points Checklist

Document Type	Original Document	Points Value	Points Scored
50 points 1 ONLY FROM THIS SECTION	<ul style="list-style-type: none"> ▪ Contract of Sale ▪ Property Lease Agreement (Registered Real Estate Agent) with signed Privacy Release form for confirmation ▪ Council Rates Notice 	50	<input type="checkbox"/>
30 points	<ul style="list-style-type: none"> ▪ Electricity bill original mailed to home address 	30	<input type="checkbox"/>
10 points	<ul style="list-style-type: none"> ▪ Utility bills (eg. telephone, gas, water) ▪ Electricity bill (electronic) ▪ Superannuation Statement ▪ Electoral Roll Registration ▪ Bank Statements ▪ Property Insurance papers 	10	<input type="checkbox"/>
5 points	<ul style="list-style-type: none"> ▪ Electricity Agreement Schedules ▪ Statutory Declarations * ▪ Private Rental Agreement 	5	<input type="checkbox"/>

*** PLEASE BRING ORIGINAL BIRTH CERTIFICATE OR PASSPORT FOR YOUR CHILD and IMMUNISATION HISTORY STATEMENT (As per page 15 of the Application to Enrol form)**

Consideration may be made for families who are building homes in the new housing estates. Enrolment of these students may be considered if the following can be provided:

1. A Building Contract stating the time of commencement of building. Ownership of land without evidence of a building contract will not be accepted.
2. Building Contract must be in the name of the parent/carer of the child being considered for enrolment.
3. Building Contract must specify work to commence within 3 months of planned date of enrolment.
4. Statutory Declaration stating this will be the family home and not a rental property.

Other supporting documentation maybe requested if necessary to support enrolment.

Enrolment Ceiling and Buffer

The enrolment ceiling is based on the amount of available permanent accommodation at the school. No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements, nor will additional staff be appointed.

A buffer is the number of places kept aside to accommodate local enrolment demands and is established in consultation with the School Education Director.

The unadjusted enrolment ceiling for Riverbank Public School is 550 students. This is based on 21 permanent classrooms with an average of 25 students in each.

Enrolment Placement Panel

The Enrolment Placement Panel will consider and make recommendations for non-local application. At Riverbank Public School, the Enrolment Placement Panel consists of the Principal, a member of the teaching staff, a member of the P&C and the School Administration Manager. The Panel meets once a term if there are applications to consider. The Principal has the casting vote.

The Enrolment Placement Panel will:

- Assess the written application
- Record all decisions

The Principal will:

- Inform the parent/carer of the decision of the Enrolment Placement Panel in writing

Non-Local Enrolments

Aim: To provide a process and guidelines for considering non-local applications for enrolment in this school.

Implementation:

A placement panel is established to consider applications for non-local enrolment. Membership of this panel is the Principal (or nominees), a staff member, a SASS member and a parent nominated by the P&C Association. The panel is to be chaired by the Principal (or nominee). The Placement Panel must limit recommendations to the terms of this policy.

Criteria for Non-local Enrolment

- Acceptance of the enrolment will not create the need for additional staff and accommodations under any circumstances.
- If criteria (1) is met, the following may permit acceptance of a non-local application. The criteria which may be considered for non-local placement at Riverbank Public School:
 - Medical reasons
 - Compassionate circumstances
 - Sibling already enrolled at the school
 - Safety and supervision of students before and after school

For families who leave the area and no longer live within the catchment area for the school, a Non-Local Application must be completed for siblings. This application will be reviewed by the panel according to the criteria set out in this policy.

Waiting List

A waiting list may be established for non-local students. Parents/Carers will be advised in writing if their child is on a waiting list. Waiting lists are current for the current school year.

Appeals

Parents/Carers can appeal the decision of the Enrolment Placement Panel in writing to the Principal. The Principal will seek to resolve the appeal, but if not resolved at the school level, the School Education Director will consider the appeal and make a determination.

Kindergarten Enrolment

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

An original birth certificate or passport is required on enrolment. *The Public Health (Amendment) Act 1992* requires parents/carers to provide a *History of Immunisation Statement* on application to enrol. If parents choose not to have their child immunised, under the Act, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be excluded from the school for the duration of the outbreak. Proof of residence as per our 100 Point Checklist.

The school determines the commencement date for Kindergarten which may be staggered over a number of timeslots and days but will occur as close to the start of the school year as practical. Whilst it is more advantageous for Kindergarten students to commence school at the beginning of the school year, parents/carers may choose to enrol their child up until the end of Term 2.

Local High School Placement

Government Secondary Schools have a designated drawing area. Students residing within that drawing area are entitled to enrol at their designated intake school. The local high school for students residing in the Riverbank Public School drawing area is The Ponds High School. However, if your child attends Riverbank Public School and you relocate out of the catchment area for The Ponds High School you will be required to lodge an Out of Area Application for Year 7.

Students with Disabilities

The decision on where to enrol a student with a disability will depend on a number of factors including the student's educational needs and the capacity of the system to provide the level of support required.

Applications will be considered on an individual basis. It is the responsibility of the Principal to ensure that an appraisal of the student's needs is carried out, including a risk assessment, risk management plan, curriculum, mobility, social skills, personal care and communication. It may involve consideration of supporting documentation from health and other education specialists.

Implementation

This policy is for immediate implementation.

Review

This policy will be reviewed as required to reflect current NSW Department of Education & Training policy and the changing demographic of the school.

Reference

'Enrolment of Students in Government Schools: A Summary and Consolidation of Policy' (August 1997)

Legal Issues Bulletin Number 40" '**Collection, use and disclosure of information about students with a history of violence**'

Legal Issues Bulletin Number 43: '**Enrolment of Students in Government Schools**'.

NSW Department of Education and Training – DISABILITY ACTION PLAN