



ABERMAIN PUBLIC SCHOOL STUDENT ENROLMENT PROTOCOLS



Abermain is a proud member of the Cessnock Community of Great Public Schools

The public schools within the Cessnock area work together co-operatively to deliver quality academic and wellbeing outcomes for over 4000 students in this community. Together, we are known as Cessnock Community of Great Public Schools.

LEGISLATIVE CONTEXT

The Education Reform Act 1990 requires students between the ages of six and fifteen to be enrolled at a government or non-government school, and to attend school on each day that instruction is provided.

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POLICY REVIEW

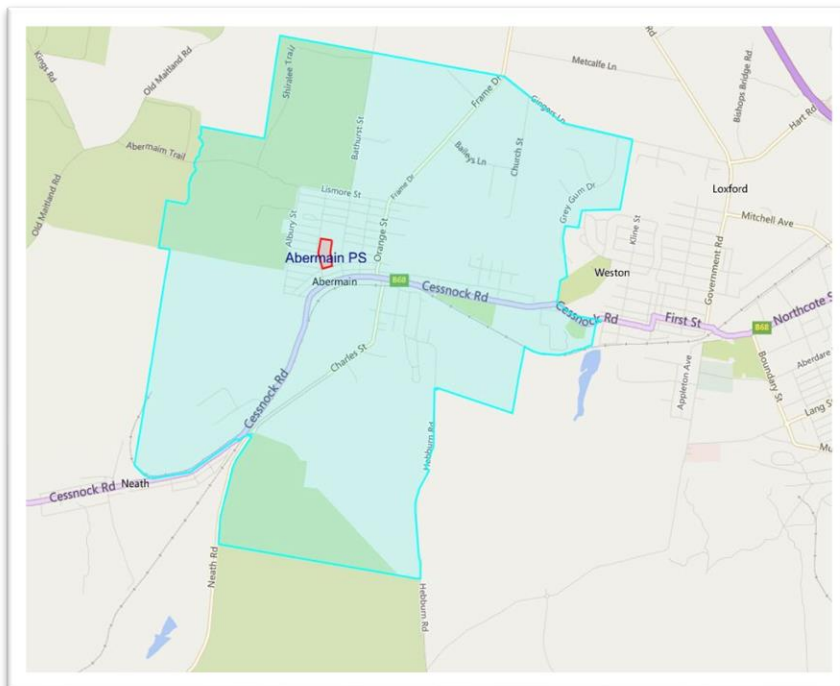
This Enrolment Policy will be reviewed annually by the School Executive and P&C and supports Abermain Public School's implementation of the NSW Department of Education's Enrolment of Students in NSW Government Schools Policy (July 2019).

GENERAL ENROLMENT 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 Department of Education and Communities school only at a given time.
- Parents/Carers may seek to enrol their children in the school of their choice.
- Schools need to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation. The Cessnock Community of Great Public Schools encourage families to seek enrolment for their child at their local school.
- No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

ZONING

- 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.
- School local areas are determined by the Department of Education and Communities through a process involving consultation between Properties Directorate and the Director of Schools.
- Abermain Public School may not be able to accept students / siblings who are non-local enrolments once the school enrolment ceiling has been reached.



School Finder Tool

PROOF OF RESIDENCY

All parents/carers need to supply 100-point evidence (as per table on pg 4) of their current residential address to confirm that they live within the designated Abermain Public School zoning area.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
2. Any of the following 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement	20 each
3. Any of the following documents 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.	15 each

* up to three months old

PRIMARY RESIDENTIAL ADDRESS

For the purposes of school enrolment, the child's residential address will be determined as the address at which the child spends the majority of time i.e. with the primary carer and has an established relationship with the person/s.

ENROLMENT CEILING

The enrolment ceiling is based on the following recommended class sizes from the Department of education and Communities. DET’s Policy states that classes need not exceed these numbers, however school organisation from year to year may necessitate larger numbers in some classes.

Kindergarten	20
Year 1	22
Year 2	24
Year 3-6	30

The average recommended class size 23.1 (Set by AMU).

The enrolment ceiling is also based on available permanent accommodation i.e. accommodation is defined as buildings which have been continuously and permanently occupied for five years.

ENROLMENT BUFFER

The enrolment buffer is determined by the reservation of **one student per class** (eg 11 classes = 11 students (buffer)).

Student enrolment CAP is 278 (less buffer).

REFUSAL OF ENROLMENT

The Principal may refuse enrolment of a student on the grounds of previously documented violent behaviour as defined in the Department of Education and Communities Suspension and Exclusion of Students Policy. If there is evidence that the student has not learned the appropriate skills to manage or improve this behaviour, or the necessary support can be gained and put in place for the student, then the enrolment cannot proceed.

TRANSFER APPLICATIONS

Under Department of Education and Communities Policy the Principal must contact the previous school of all transferring students so as to implement any existing management plans for that student.

Students from other government or non-government schools may transfer to Abermain Public School within this policy’s guidelines.

The District School Counsellor’s assistance may be required to establish the appropriate year and level of study for students from interstate or from a non-government school.

PLACEMENT PANEL

If the demand for non-local places exceeds availability, a Placement Panel will be established to consider and make recommendations on all non-local applicants. The panel will consist of a quorum of the school representatives.

CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS

The following criteria will be applied equitably to all non-local applicants:

- Siblings already enrolled in the school;
- Proximity and access to the school
- Safety and supervision of the student before and/or after school
- Compassionate circumstances;
- Recent change in the local intake area boundaries

Non-Local Placement Application Form

WAITING LIST

A waiting list will be established if needed. Parents/Carers will be informed in writing if their child is to be placed on the waiting list.

NON-LOCAL ENROLMENT TIME FRAME

It is anticipated that enrolment of students should not exceed 10 days from receipt of completed Application to Enrol in a NSW Government School. Where circumstances indicate that this time frame may not be met Principals are required to consult their Director, Educational Leadership.

Enrolment Application

APPEALS

Appeals against the Panel's decision need to be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved at school level, the Director of Public Schools will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria has been applied fairly.

RESPONSIBILITIES OF THE PRINCIPAL

With regard to enrolment the Principal is responsible for:

- Preparing an enrolment policy in consultation with the school community;
- Informing present and prospective members of the school community about facilities and opportunities;
- Managing the school enrolments within the resources provided to the school;
- Advising the School Education Director of enrolment trends in the school;
- Maintaining accurate enrolment data.

RESPONSIBILITIES OF THE DIRECTOR OF PUBLIC SCHOOLS

With regard to enrolment, the District School Education Director is responsible for:

- Monitoring enrolment policies, procedures, numbers and ceilings at all district schools;
- Making determination for out of area placements which cannot be resolved at school level;
- Monitoring school's local areas in collaboration with Principals, School Education Director of Adjacent Districts (where appropriate) and the Director of Properties.