

Bradfordville Public School

Enrolment Policy

This policy is to be read in conjunction with *Enrolments of Students in Government Schools: A Summary and Consolidation of Policy*. Department of Education & Training, August, 1997

Date: February 2017

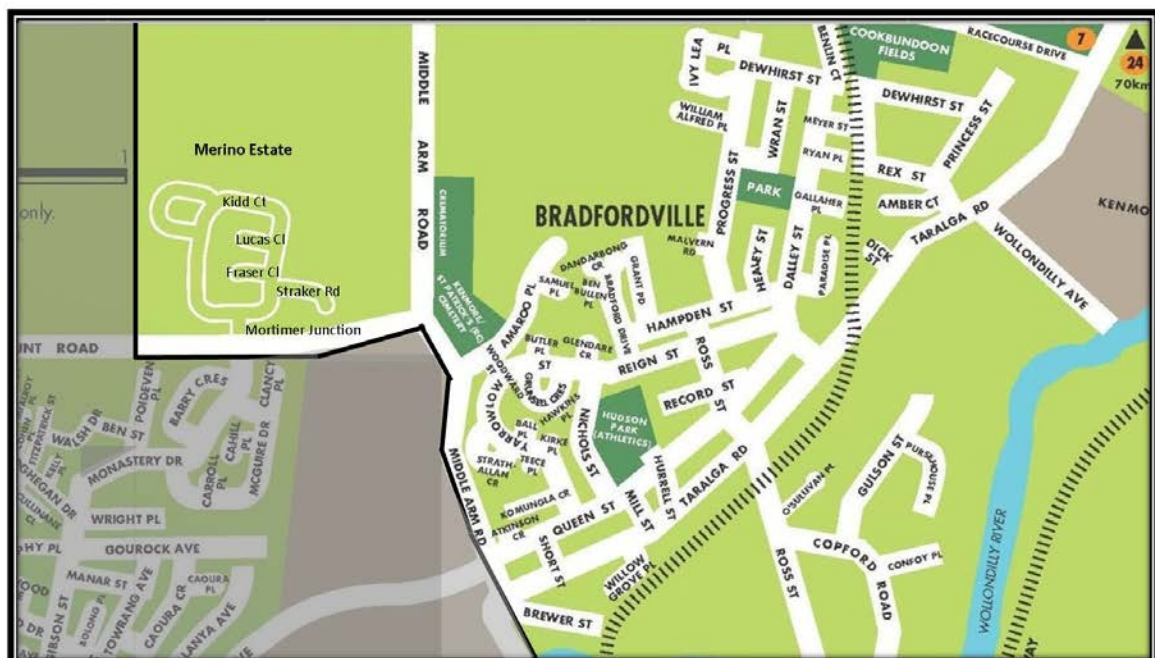
Definitions:

Local Area: This is the area from which students have been historically drawn from for enrolment

Non- Local: Children from outside the local area



Bradfordville Public School Zoning Area



Enrolment Ceiling The available permanent accommodation of this school is **nine** permanent classrooms. Using the current Staffing Formula one teacher to 30 students, the enrolment ceiling is **270** pupils. This does not include demountable buildings, as per the DEC policy.

Enrolment Buffer Historically, the school has enrolment fluctuations of about 5% to 8% of the February enrolment. The Enrolment Buffer will be determined each year by using 5% to 8% of the enrolment ceiling. Places in this buffer are not to be offered to non-local enrolments.

The enrolment buffer has been determined as **255**.

PROCEDURES

KINDERGARTEN

- The school will advise the parent body and the school community of the arrangements for enrolment of Kindergarten children in the year preceding the expected enrolment. This advice is to include the policy on immunisation and the need for documentary evidence of proof of age.
- Kindergarten children must attain the age of 5 years before the 31st July in the year of enrolment in order to be eligible for enrolment.
- Kindergarten enrolments will take place during the first week of the school year.
- Enrolments of Kindergarten children can be at any time up to the end of Term 2.

School Procedures for Kindergarten Enrolment

- Parents will be advised that applications for enrolment are available from the school and should be completed prior to the end of Term 2 each year. They will also be advised of the policy regarding non-local enrolment and be requested to complete an application for non-local attendance.
- Details of addresses given for local enrolment will be checked for accuracy.
- The placement panel will meet prior to the end of Term 3 each year. They will consider all applications and make decisions based upon this stated policy.
- The school will then notify parents of successful and unsuccessful applications, advising parents of this policy, reasons of non-acceptance, and of waiting lists.

TRANSFERS

- Children presenting for enrolment who have been enrolled previously in a government or non-government school, interstate or New Zealand may be enrolled at the school at any time if they are local enrolments.

STUDENTS WITH DISABILITIES

- The decision to enrol a student with a disability will depend on a number of factors. It is the principal's responsibility to ensure that an appraisal of the student's educational needs is carried out. Procedures as detailed in the Special Education Handbook for Schools are to be adopted for enrolling students with disabilities.

SHORT TERM ENROLMENT

- Where a student presents for enrolment for a period of not more than one term the student will not be enrolled but will be regarded as a short-term enrolment. School attendance records for the student are to be kept and forwarded to the home school at the end of the student's stay.

REFUSAL OF ENROLMENT

- The principal may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour.

ENROLMENT OF NON-AUSTRALIAN CITIZENS

See pp 16 - 17 of *Enrolments of Students in Government Schools: A Summary and Consolidation of Policy*. Department of Education and Training, August, 1997 for procedures

NON-LOCAL ENROLMENT

Where the demand for non-local placements exceeds availability the school will establish a placement panel to consider and make recommendations on all non-local applications. This panel will consist of a member of the teaching staff, a school community member nominated by the school's parent organisation and the principal. This panel will develop criteria for the enrolment of non-local students and will assess individual cases according to the established criteria. All decisions and minutes of meetings are to be recorded and retained.

ENROLMENT DATA

Student enrolment data is to be kept using OASIS

Enrolment returns are to be submitted as and when required by the DEC.

Policy:

Enrolling children with Disabilities

Enrolment of children who are Temporary Visa Holders

Early Entry June 1998

Memorandum:

Distance Education 01/286

Consolidation of Enrolment Policies 97/257