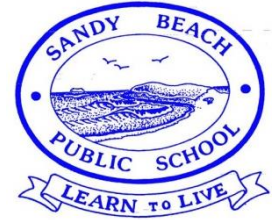


SANDY BEACH PUBLIC SCHOOL

ENROLMENT POLICY



Introduction

The Sandy Beach Public School enrolment policy reflects the principles outlined in the NSW Department of Education 'Enrolment of Students in Government Schools Summary and Consolidation Policy' August 1997.

The Policy

Sandy Beach Public School is situated north of Coffs Harbour in an expanding residential area. The school has set an enrolment number ceiling to cater for local demand and to ensure that every eligible local student has a place for enrolment if he or she chooses to attend this school.

The boundary for enrolment of students into this school can be checked with our administration staff. Documentation is required when making an application to enrol, this may include council rate notices, accounts for electricity, gas or water, telephone bills, lease documents or electoral enrolment confirmation.

Non-local enrolments will be accepted based on assessment against the criteria specified below and the availability of permanent classroom accommodation. A separate application form is required if parents seek non- local enrolment. When enrolments reach the recommended class sizes on each grade, the grade will be closed to out of zone enrolments.

Enrolment Ceiling

The enrolment ceiling for this school is 359 students.

Enrolment Buffer

An enrolment buffer is equivalent to approximately 20% of a standard class size will be maintained to accommodate local students arriving during the year, which is approximately six students across the school.

Non-local enrolment

Where non-local placements exceed availability of positions the school has established a placement panel to consider and make recommendations on all non-local enrolment applications. The panel will convene as required.

Criteria Considered for Non Local Enrolment Application

- ◆ Proximity and access to the school
- ◆ Sibling already enrolled at the school
- ◆ Safety and supervision of the student before and after school
- ◆ Disability e.g. wheelchair access or medical reasons e.g. access to local medical specialist
- ◆ Compassionate circumstances.

When parents are addressing the criteria it should be clear and concise and specifically prove the case for enrolment of the student, to the placement panel. The panel will evaluate the application and make a recommendation to accept or reject the application based against the criteria. Appropriate documentation relating to the criteria should be included as the placement panel will base their decision on this information.

Waiting List

If a position cannot be offered at the time of the enquiry, parents may request that their child's name be added to a waiting list for non-local students. The waiting list is current for one school year.

Appeals

When a parent wishes to appeal 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 cannot be resolved, it will be referred to the Director, Public Schools for a determination. The purpose of the appeal is to determine whether the stated criteria have been fairly applied.

Kindergarten Enrolments

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before July 31st. Documentation including birth certificate or passport and immunisation certificate is required on enrolment. Parents who do not have their child immunised will be required to keep their child at home during an outbreak of a vaccine prevented disease.

Whilst it is the intention that the child be enrolled at the beginning of the year, parents who choose to enrol eligible children after the beginning of the school year may do so up to the end of term two. The Principal will enrol in kindergarten, students on transfer and children reaching statutory age of six years old.

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 child has not learnt the appropriate skills to manage his/her behaviour.

Negotiated Part Time Attendance Plan

The Principal may need to implement a negotiated part time attendance plan to support a child's transition into the school. It may allow time for support structures to be implemented for ease of transition. Supports may include physical, medical, social and emotional. A negotiated attendance plan must be agreed to by the Director, Public Schools before the plan is put in place.