



Leeton Public School

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Enrolment Policy

Policy statement

Leeton Public School is committed to providing [high quality education](#) to all students enrolled in our school. We support parents' duty to enrol a child of [compulsory school-age](#) in a NSW Government school. Parents may enrol their child in Kindergarten at the beginning of the school year if the child turns 5 years of age on or before 31 July in that year. The Education Act 1990 mandates that all children must be in compulsory schooling by 6 years of age.

Parents may apply to enrol their child at any school, however are [entitled to enrol](#) their child at the local school within the designated intake area which the child is eligible to attend.

The NSW Department of Education has selective and specialised schools, programs and services, and temporary resident enrolments that are subject to specific procedures, eligibility criteria and assessments.

A student is enrolled when an application to enrol is certified as accepted by the principal and the student is placed on the [enrolment register](#) of a school. Enrolment should be in one school only at any given time, however a student may be in attendance at more than one school in particular circumstances.

Leeton Public School makes [reasonable adjustments](#) so students with disability can apply for enrolment on the same basis as students without a disability. In enrolling a student, Leeton Public School determines if there is a need to provide additional support for the student, including assessment of:

- health, safety, and other risks arising from the student's past behaviour
- any disclosed wellbeing needs of the student
- any adjustments for students with a disability
- any history of [unsatisfactory attendance](#) (when the student has been enrolled in another school)

- any disclosed health needs including whether or not the student has previously required an emergency response
- any disclosed learning needs and other special circumstances (such as whether the student was bullied at a previous school).

Context

The [Education Act 1990](#) establishes:

- the right of every child to receive an education
- the State's duty to ensure students receive high quality education through the provision of public education
- a compulsory schooling obligation upon parents to ensure students of compulsory school age are enrolled and in attendance at a government school or a registered non-government school, or registered for home schooling.

This policy should be read with the [General Enrolment Procedures \(PDF 314.76 KB\)](#) and the [Going to a public school – Enrolment](#) website that includes additional procedures for specific circumstances and [Legal Issues Bulletin 43](#). Additional enrolment and attendance information is contained in the [School Attendance Policy](#) and the [Distance Education Enrolment Procedures \(PDF 253.85 KB\)](#).

In accordance with anti-discrimination legislation, no student will be discriminated against including on the grounds of their race, religion, gender, age, ethnicity, language background, disability, caring responsibilities, sexual orientation, transgender status and marital or domestic status, when enrolling in Leeton Public School.

Responsibilities and delegations

Parents/carers:

- have the [duty of enrolling a child](#) of compulsory school-age at a government school or registered non-government school, or to register for home schooling.
- when required by the school, provide accurate information and documentation necessary to allow the school to establish a child's entitlement to enrol and to implement any risk assessments or management plans at the school.

Principals:

- accept or decline applications for enrolment in accordance with this policy's implementation procedures.
- maintain an enrolment register containing accurate enrolment data.
- arrange to obtain relevant student information, oversee risk assessments, and develop risk management plans for prospective students with special needs, including students with disability, or with safety, health or wellbeing concerns.

- develop selection criteria, which are not unlawfully discriminatory, for non-local enrolment applications for use when demand exceeds the number of places available.
- take reasonable steps to ensure that a student with disability can apply for enrolment on the same basis as a student without disability and without experiencing discrimination.
- inform parents and community members about the school's procedures for enrolment.
- determine appeals to applications for enrolment and adult enrolment that have been declined by enrolment panels, provided they are not part of the panel.
- share information relevant to student and school safety with other principals when transfer of information is requested in order to enrol a child in another school in accordance with this policy's implementation procedures.
- operate within enrolment caps and local enrolment buffer levels.
- advise the Director, Educational Leadership of enrolment trends in the school.

Enrolment Buffer

Leeton Public School has an enrolment ceiling based on * permanent classrooms or * students. This is calculated by averaging * enrolments in each class. The Staffing Agreement houses 20 students in Kindergarten classes, 22 students in Year 1 classes, 24 students in Year 2 classes and 30 enrolments in Years 3-6 classes.

Leeton Public School provides a buffer to accommodate designated intake students enrolling throughout the year. A 10% buffer will cater for local enrolments. The buffer may also be applied to specific grades whereby classes will be declared full to out of zone enrolments when they are at 90% capacity: Kindergarten – 18 per class, Year 1 – 20 per class, Year 2 – 22 per class and Years 3-6 27 per class. No non-local places will be offered past * students, unless particular urgent circumstances apply and there is no potential impact on the class structure.

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local enrolments.

Local Enrolments

Parents or caregivers living in the local area who are seeking to enrol their children at Leeton Public School should contact the school for an appointment. Students will not necessarily be enrolled on that day as the school requires time to gather valuable information that will assist in placing students where their needs are best catered for. The designated intake areas for public schools in NSW can be found on the website of the Department of Education at <https://education.nsw.gov.au/school-finder>

Proof of Residence

The Principal can seek any information they consider to be of assistance in determining an address. Such evidence may include council rate notices, accounts for water, electricity or telephone, lease documents or electoral enrolment confirmation. If a person claims that they are living with someone with no formal lease arrangements, the Principal can request a statutory declaration.

When we reach or are nearing our local enrolment buffer as calculated above we will use the DoE 100-point residential address check to determine the student's entitlement to enrol at the school.

Non-Local Enrolments

Non-local enrolment applications include the Application to enrol in a NSW Government school and a non-local enrolment application form. The non-local enrolment application form requires the applicant to address the selection criteria and provide supporting documentation. Refer Appendix 1.

Placement Panel

A school enrolment placement panel will be formed to consider all non-local enrolment applications when there is a possibility of the need to develop or implement a waiting list and make recommendations on all application received.

The composition of the Leeton Public school panel will be a school executive, a teaching staff nominee and a parent nominated by the school community. The panel will be chaired by the executive.

Panel decisions should be only made on the basis of the written information provided by the applicant. A record of all decisions made should be recorded and filed.

Criteria for Non-Local Applications

These criteria will be made available to parents who are interested in enrolling their children at Leeton Public School.

Criteria

- Medical reasons
- Compassionate circumstances
- Safety and supervision of the student before and after school
- Siblings already enrolled at the school
- Special interests and abilities
- Particular student welfare needs
- Travel arrangements and/or distance

- move from a non-government school

Please note that it is not necessary to address all the criteria – only those that apply to you and your family situation. Applications are considered according to the strength of criteria addressed rather than the number of criteria.

Waiting Lists

If an applicant meets any of the above criteria but there are no vacancies for non-local enrolment they may be placed on a waiting list.

An up to date waiting list in chronological order within each grade will be kept for one year by the school placement panel.

The school will contact applicants when their name is at the top of the waiting list for a grade where there is a vacancy. If applicants, from time to time, require information relating to their position on the list they should contact the principal.

Appeals

Appeals against the decision of the placement panel should, in the first instance, be made in writing to the school principal who will seek to resolve the matter.

Appeals should only be made if the applicant believes that the school criteria have not been fairly applied by the panel.

Policy Review

This policy will be reviewed annually and also as needed based on any changes in enrolments patterns or permanent accommodation.