WATTLE GROVE PUBLIC SCHOOL

ENROLMENT POLICY 2015

Rationale
Wattle Grove Public School is a community school with steadily increasing enrolment of local students and a regular number of requests for non-local placement. This policy provides information for the community and direction for school personnel on the entitlements, requirements and procedures for the enrolment of students in our school. It is a summary of information from Enrolment of Students in Government Schools: A Summary and Consolidation of Policy, NSW Department of School Education, 1997. Individuals requiring more information should refer to this document.

General Information
- All children turning 6 must enroll at school
- Children who attain the age of five years prior to 1 August in that year may be enrolled from the second day of the school year. Parents who do not wish to enroll their Kindergarten children at the beginning of the school year may do so up to the end of Term 2
- Students on transfer and children reaching the statutory school age of six years are also eligible
- Students visiting our locality for a short period (less than one month duration) should not be enrolled but should be regarded as short-term admission. No reorganisation of classes should occur and they should not be included in statistical returns but attendance records must be maintained.

Early Entry
Early entry into Kindergarten will be acceptable if:
- The child is within six months of the approved entry age
- A comprehensive psychological evaluation of the child’s intellectual functioning, academic readiness and socio-emotional maturity is obtained in conjunction with counselor assessment / and or external agency assessment
- The school is in favour, with the teacher having a positive attitude towards the early entry
- The parents are in favour
- The child expresses a desire to start school

Out of Area Procedures for Enrolment
- All ‘Out of Area’ applicants must fill out a Non-Local Enrolment form (including reasons) before they can be offered a position, or have their name added to the waiting list that is in place.
- White Department of School Education enrolment forms for ‘Out of Area’ will not be issued until a position has been offered.
- A committee consisting of the District Superintendent (or nominee), the Principal (or nominee) and a parent representative will decide on the successful applications for ‘Out of Area’ enrolment.
- No one can be enrolled as ‘In Area’ unless they can give proof of a permanent address.
- Letters (see Appendices A & B) will be sent to all ‘Out of Area’ applicants once the Enrolment committee have made their decisions.

This criteria is, in order of importance:
1. Sibling (brother or sister already attending this school)
2. Re-enrolment – children who have been previously enrolled at this school, have moved interstate and are now returning. (This is quite a common occurrence with military children)
3. Exchange (overseas) Army Officer’s program. To continue the school’s strong links with this program
4. Proximity and Access to the school
5. Welfare needs, school specific (eg mobility)
6. Early entry application (for Gifted and Talented students)
Waiting List
When necessary, a waiting list will be established for non-local (out of area) students, which is current for one year.

Appeals
An appeal against the decision of a placement panel needs to be made in writing to the Principal (within seven days). If the matter is not resolved, the District Superintendent will consider the appeal and make a determination.

Transfer Procedures
- A parent must request a transfer certificate from the School Assistant
- Transfer certificate is completed and parent receives the original for the new school. A duplicate remains in the Transfer Book for easy reference
- Child’s name is transferred into Leaver’s File in OASIS on his / her last day at school
- School Assistant releases Student Record Card as requested from school of transfer. A record is kept of transfer

In Area Enrolment Procedures
- The parents are introduced to the Principal and a decision made as to the enrolment
- Parent / Caregiver completes the following forms:
  - Application for enrolment
  - Emergency family details form
  - Free bus application form (if applicable)
- Parents receive School Information Booklet and School Discipline Code
- Parents receive information on school levy / textbooks. Pro rata adjustments made depending on date of enrolment in the school year

Admission Register and OASIS entry
The Register will be kept in the Clerical Office and the update is a responsibility of the School Assistant. The required information is entered upon enrolment. Information is entered into the OASIS administration from the enrolment form. The OASIS Enrolment Details Report is sent to the classroom teacher for entry onto the class roll and the ESL teacher. The School Assistant requests Student Record Cards from previous school. If previous school interstate or overseas, School Assistant requires Birth Certificate & Immunisation Certificate and prepares a new Student Record Card.

Procedure for Enrolment in Particular Circumstances
For further information, refer to: Enrolment of Students in Government Schools. A summary and consolidation of policy. Pages 11-22 cover the following circumstances:
- Government Pre-School classes
- Transition to School
- Kindergarten Enrolment
- Early Enrolment of Students who are Gifted and Talented
- Application for Enrolment in secondary Schools
- Enrolment of Students with Special Learning Needs
- Enrolment of Students in Community Care Schools
- Enrolment of Non Australian Citizens
- Enrolment in Intensive English Centres
- Enrolment in Distance Education
- Transfer Applications
- Short Term and Part Time Attendance of Students
- Part Time Enrolment
- Home Schooling
- Refusal of Enrolment
- Enrolment Data

This policy was developed by the School Council, in consultation with the District Superintendent, Ms Larissa Treskin updated June 2002 and reviewed/updated, June 2015.