



Enrolment Policy and Procedure

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Policy Statement

The Education Reform Act 1990 requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. 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. Parents may seek to enrol their child in the school of their choice.

1. Definition

Local enrolment – Where a student **does** live in the Department of Education designated local area for Wiley Park Public School.

Non-local enrolment - Where a student **does not** live in the Department of Education designated local area for Wiley Park Public School.

2. Local - Enrolment

Parents and carers are encouraged to check with the school office staff about their enrolment status- whether you are a local or a non- local applicant. This is determined by your current, permanent residential address. Parents are to complete the Wiley Park Public School Preliminary Expression of Interest in Enrolment Years K-6 (Form A)

Parents will need to identify if they are either:

- A property owner (FORM B)
- A lessee of a property through a real estate agent (FORM C)
- A private lessee (FORM D)

and adhere to the requests of the Preliminary Expression of Interest in Enrolment document.

3. Non-Local Enrolment

Non- local students may be enrolled if there is sufficient space. Parents are to complete the Wiley Park Public School Preliminary Expression of Interest in Enrolment Years K-6 (Form A). The Principal will meet with the family for an interview.

Each application will be assessed on its merit. Circumstances that might be considered by the panel when assessing non-local application or entry on a waiting list include;

- a. Proximity to school
- b. Student Welfare and compassionate circumstances

- c. Siblings already enrolled at the school
- d. Child care arrangements
- e. Employment
- f. Transport
- g. School performance reflecting Wiley Park values related to:
 - i. Behaviour
 - ii. Effort
 - iii. Achievement

A placement panel will consider and make recommendations on all non-local enrolment applications.

The panel will consist of;

- a. The Principal
- b. One member of the school executive
- c. One member of the teaching staff

The panel will be chaired by the principal who has the casting vote.

Note: It may not always be possible to offer enrolment to all children who have siblings attending the school.

4. Appeals

Appeals against the decision of the enrolment committee should be made in writing to the Principal. The purpose of an appeal is to determine whether the stated criteria have been applied fairly.

5. Kindergarten enrolment

Parents will be advised of the enrolment procedures for Kindergarten, including documentation required. This will occur during Kindergarten Orientation Day. Children may enrol in Kindergarten at the beginning of the school year if they turn 5 years of age on or before 31 July in that year. No kindergarten enrolments will be made after the last day of term two of the enrolling year. Documentation providing proof of age, such as a birth certificate or passport is required as well as an up to date immunisation record.

6. Supporting Documents

This policy is written with reference to:

- Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy
https://detwww.det.nsw.edu.au/policies/student_admin/enrolment/enrolpol/PD20020006_i.shtml?level=Schools&categories=Schools%7cstudent+administration%7cenrolment

7. Review

This policy and associated procedures are reviewed Bi-annually.