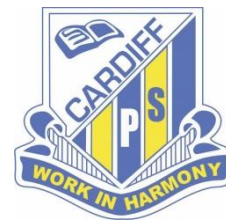


Cardiff Public School



Enrolment Policy

Introduction

Any child between the ages of six and seventeen is required to be enrolled at a government, registered non-government school or training, and is to attend each day that instruction is provided, or to be registered for home schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

General Principles Governing Enrolment

A student is considered to be enrolled when he or she is placed on the admission register of a school. 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.

Cardiff Public School's intake area is determined by the NSW Department of Education, the Properties Directorate and the Director of Public Schools.

A map of the intake area is available in this document and/or upon request.

No person will be discriminated against for enrolment on any grounds.

Kindergarten enrolment applications can be submitted at any time throughout the year for students enrolling for the following year. The suggested time to submit applications is during Term 2 or early Term 3, as the transition to school program begins in Term 4.

Enrolment Ceiling and Buffer

No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements.

Where spare accommodation exists, except for enrolments at the commencement of the school year, non-local placements must also not generate demand for extra staff, or create disruption to school routine.

Cardiff Public School has an enrolment ceiling of 312, based on 12 permanent classrooms.

A buffer of two (2) students per class will be applied to ensure space for local enrolments throughout the year. Places in the buffer will not be offered to non-local students.

How to Enrol

Contact the school's administration office. You will be provided with the appropriate documentation, based on whether your child is a local or non-local enrolment.

Proof of residence is required to substantiate the application. The school must sight original documentation of either Council Land Rates or Rental Lease Agreements, water rates, gas account, electricity account or Medicare account.

All documents must be in the parents/caregivers name and will be confirmed by the school.

An interview with the Principal or delegated executive member may be required for new enrolments.

A parent/caregiver enrolling their child must also produce a proof of immunisation status.

Parents/caregivers can find out more by reading the NSW HEALTH guidelines regarding procedures for a child who is not immunised.

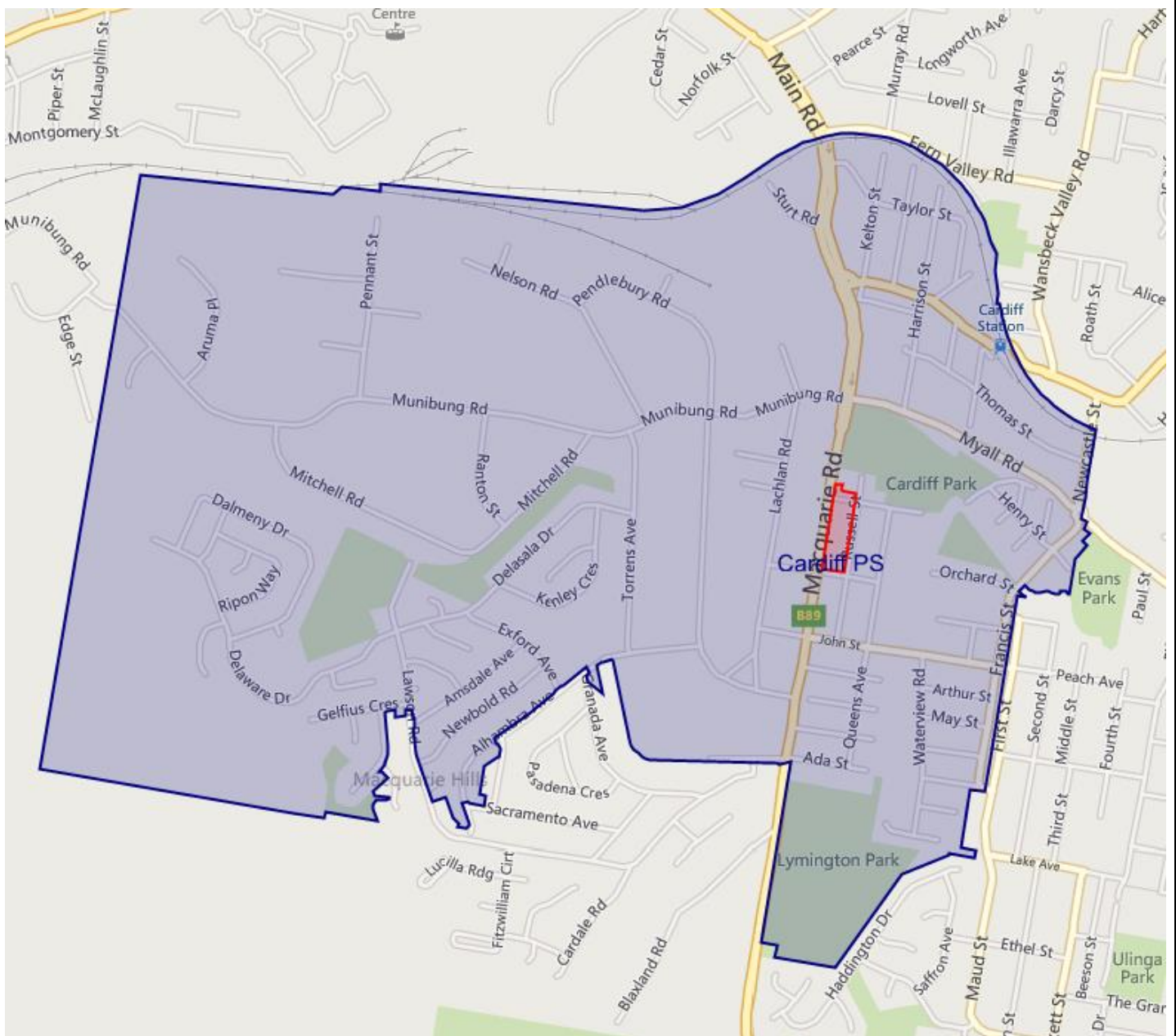
Children may enrol for Kindergarten if they turn five years of age on or before 31 July in that year. Original documentation providing proof of age is required. Either birth certificate or passport can be used to provide this information. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.

Overview of documentation required:

- Proof of residence (Council Land Rates, Rental Agreement, Medicare letter or other).
- Immunisation records.
- Any relevant medical records (for diagnosis & medication needs, ASCIA Plans, Asthma Plans etc.)

Local Enrolment Applications

A student whose address falls within the designated intake area will be entitled to enrol at Cardiff Public School in accordance with the policies of the NSW Department of Education.



(Current as at 26/08/2015 – Subject to change)

Students whose address falls outside this zone will be required to submit a Non-Local Application for Enrolment.

Non-Local Enrolments

Applications for non-local enrolments will be considered only where there are places available in the school.

The enrolment must not create the need for additional accommodation and, except for enrolments at the commencement of the school year, must not generate the need for additional staff, or create disruption to school routine.

If the above criteria are met, the following criteria for selection will be applied in determining acceptance amongst non-local applications:

- Siblings enrolled at Cardiff Public School.
- Proximity and access to Cardiff Public School.
- Before and after school care arrangements.
- Medical reasons.
- Students who leave the school and then return (out of area only).
- Compassionate circumstances.

Families should be advised that the enrolment of one sibling does not ensure the enrolment of other siblings in the future. Preference is certainly given to siblings but only where spaces are available.

Families should also be advised that placement at a non-local primary school does not ensure enrolment at that school's local high school, with an application for non-local enrolment being required for students not living within the high school's intake zone.

Waiting Lists

A waiting list will be established for non-local students, if required. Where no places are available, all applications received will be dated and numbered. This will be used, along with the selection criteria above when considering non-local applications. Parents will be advised in writing if their child is to be placed on the waiting list.

Waiting lists are current for one calendar year only.

Placement Panel

A placement panel will consider non-local applications and make recommendations when demand for non-local places exceeds availability. The composition of the panel will include the Principal, an Assistant Principal and one school community member nominated by the School's P & C organisation. The panel will be chaired by the Principal who will have a casting vote.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. Where required, the Principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter.

If the matter is not resolved at the local level the Director, Public Schools will consider the appeal and make a determination. The Director, Public Schools will consult with the Principal as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Early Enrolment of Students who are Gifted and Talented

When a student is being considered for early entry to Kindergarten, the school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social emotional adjustment. This evaluation would be undertaken in conjunction with the school counsellor or psychologist and is based on the Department of Education's policy for early enrolment. The child's educational, social and emotional needs will be evaluated when determining whether or not an early start is appropriate.

Enrolment of Non-Australian Citizens

Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).

Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions.

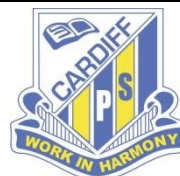
It is a requirement of Cardiff Public School that all enrolments of students on temporary visas are to seek authorisation via the Temporary Visa Holders Unit. Approval by the unit and sighting of original documentation must be submitted with the application to enrol. Non-Australian citizens seeking enrolment at CPS will be required to follow the guidelines for both local and non-local enrolments set out in this policy.

Refusal of Enrolment

In line with Department of Education policy, 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.

Revised - August 2015

Application for Non-local Enrolment



This form should be returned to the public school that you wish your child to attend. Please read the information for parents on the back of this form.

Date of Application ____/____/____ **Application #** ____.

Student Details

Student Name: _____ Date of Birth: ____/____/____

Male or Female _____ Current Year Level: _____

Address: _____

Suburb: _____ Postcode: _____

Home Phone: _____ Work No: _____ Mobile: _____

Parent / Caregiver Name: _____ Relationship to student _____

Current School: _____

Relevant Medical info: _____

Relevant Academic info: _____

Any Court Orders/AVOs: _____

Enrolment desired for: NOW / NEXT TERM / NEXT YEAR / Other: _____

Please give a detailed reason for your application for non-local enrolment:

(Attach any further documentation or information that you feel may be relevant)

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Signature Parent /Caregiver _____ Date: ____/____/____ **OR Phone enquiry** ☐

Office Use ONLY

Application Outcome: Accepted / Declined Class: _____ Start Date: ____/____/____

☐ Enrolment Application Form distributed to parent. *Enrolment Interview: Date: ____/____/____ Time: _____ am / pm*
(OR ☐ Waiting List - letter distributed OR ☐ Non-acceptance letter distributed.)

Principal notes: _____

☐ Enrolment forms returned ☐ Supporting documentation sighted ☐ Previous school contacted

☐ Request sent for student records from previous school. ☐ CRT/Last/Counsellor notified.

Non-local Enrolment Years K-6

Information for Parents

Please Read Carefully Before Completing This Form

Parents should be aware the enrolment of students into non-local schools is governed by the document *"Enrolment of Students in Government Schools: A Summary and Consolidation of Policy – August 1997"*

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.

However, parents may wish to seek application for their child to enrol in the school of their choice (non-local school).

The number of students a school may enrol is limited to the availability of classroom space, and the number of staff available (after the commencement of the year). This means that some schools may not have room left for non-local enrolments after accommodating local children.

The following criteria will be considered for non-local enrolment applications:

- Siblings enrolled at Cardiff Public School.
- Proximity and access to Cardiff Public School.
- Before and after school care arrangements.
- Medical reasons.
- Students who leave the school and then return (out of area only).
- Compassionate circumstances.

It is important to note that although preference is given to siblings, if places are unavailable, no offer can be made.

Waiting lists may be established and parents will be advised in writing of their child's position on list. Waiting lists will reflect realistic expectations of potential vacancies and are current for one year only.

Appeals may be made in writing to the Principal. If the matter is not resolved at local level, the Director of Public Schools will make a determination.

FORWARD THIS FORM TO THE PRINCIPAL OF THE NON-LOCAL PUBLIC SCHOOL AT WHICH YOU ARE SEEKING PLACEMENT

Refer to "Enrolment of Students in Government Schools" A Summary and Consolidation of Policy" NSW Department of School Education, August 1997