

Campsie PS: Enrolment Procedures

To ensure the accuracy of school records and to ensure that student placement best meets the needs of the individual student and their family, the following procedures have been developed to ensure all stakeholders understand their role in providing and collecting accurate information and to ensure the school is able to cater for increasing enrolments on a limited physical site.

Enrolment Documents:

- Use of NSW DoE Enrolment form and associated documentation as stated in enrolment form
- Use of translated NSW DoE Enrolment form where the parent's preferred language is provided in translation
- Use of online DoE Enrolment when it becomes available
- Checklist for completion of enrolment form to ensure all questions are clarified and answered fully and accurately and that any follow-up information that may be required is received (e.g. health conditions)
- Extra documentation may be requested pertaining to health conditions, disability or additional learning needs prior to enrolment to ensure a safe and smooth transition
- Parents must provide two (2) forms of documentary evidence of their place of residence. This evidence must be: - either the council rates notice or rental or lease agreement; **and** either a water/gas/electricity/telephone/Medicare/Centrelink or bank statement.
NB: A driver's license is not considered to be evidence of residential address.

Assistance in completing Enrolment:

- Key staff (including staff with additional languages) will be trained in completion of enrolment forms, especially focusing on key questions that are often not understood, are answered incorrectly or omitted.
- Translated enrolment forms will be used where available and appropriate
- Office staff use the enrolment checklist to ensure all questions are answered fully and accurately.
- Interviews will be held to discuss the enrolment, associated documentation and to ascertain additional information as required.

Grade Placement:

Campsie Public School will place students in grades according to DoE guidelines according to their date of birth, formal school experience and other factors that may impact on their education.

- Where a student has limited English language skills and/or limited experience in a formal education setting, preference will be given to the lower of the possible grades
- Where a student has had severely interrupted education, preference will be given to the lower of the possible grades
- Where a student is seeking placement in the higher of the possible grades, consideration will be given to factors such as (but not limited to) maturity, performance, behaviour, language skills and IQ (if available)
- Where a student is enrolling for the first time in an English-speaking school in Year 6 after term 1, they will be referred to the Intensive English Centre, as per DoE recommendations. Our closest IEC is Marrickville IEC or Beverly Hills IEC.

Class Placement:

- The executive supervising the grade will make the class placement decision in consultation with the family (and senior executive if required)
- Numbers of students in classes will be taken into account, including maintenance of relative balance of learning needs in each class across a grade
- Health needs, specific learning needs, disability and language(s) spoken will inform the decision of class placement
- Students enrolling in kindergarten to year 3 have the option of selecting enrolment in the *Korean Bilingual Program*. After Year 3, only students with prior knowledge of Korean language will be eligible to enrol in the Korean Bilingual Program
- *Enrichment Classes*: will be offered on enrolment only in exceptional circumstances (eg: leaving an OC class or an IQ test shows a highly superior IQ) and only when spaces are available

Non-Citizen Enrolment:

Non-citizen enrolment will be in accordance with DoE policy and guidelines, including *Enrolment of non-Australian Citizens Procedures and Eligibility* (non-Australian citizens in NSW government schools, both permanent and temporary residents, with the exception of international students) and *DE International ELIGIBILITY AND PROCEDURES FOR THE ENROLMENT OF INTERNATIONAL STUDENTS IN NSW GOVERNMENT SCHOOLS* (International students program for NSW government schools (571P visas), Temporary Resident Program (TRP) and Study Tours program) in addition to these procedures.

Students from overseas seeking enrolment into Year 6 after term 1 who have not had formal schooling in English, are referred to the Intensive English Centre for assessment with a view to placement in that centre for intensive English tuition.

Enrolment Ceiling and Buffer:

Campsie Public School receives an annual enrolment ceiling, based on available permanent accommodation, and the Enrolment Panel determines a reasonable buffer based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area in order to accommodate local students arriving throughout the year. With the exception of specialist placement, places in the buffer will not be offered to non-local students. Except for enrolments at the commencement of the school year, non-local placements will not generate demand for extra staff or create disruption to school routine, including increasing class sizes above DoE recommendations.

Out of Area Enrolments:

Campsie Public School does not actively seek to enrol students from out of our zoned area. Out of area enrolments must complete an Out of Area Enrolment Form stating the reasons for wishing to enrol at our school.

If the student currently attends their zoned NSW DoE school, the family will be asked:

1. Why they are leaving their old school and whether or not they have attempted to resolve any concerns or issues there before leaving
2. Why they would like to enrol at Campsie Public School

If they have not attempted to resolve any concerns or issues they are first advised to return to their zoned DoE school and raise any concerns they have with them, and CPS notifies the school of this.

Campsie PS will consider the following factors when assessing an out of area enrolment:

- Access to Korean Bilingual Program
- Siblings attending the school
- Access to before and after school care &/or work or transport arrangements to ensure student safety before or after school
- Compassionate reasons

CPS will endeavor to only enrol out of area with the written consent of the local zoned DoE school.

A place may then be offered ***if there are sufficient vacancies*** in the grade(s) required. When available places are limited (approaching enrolment buffer), this will only occur after an interview with family and a member(s) of the enrolment panel to determine the suitability of the reasons for out of area enrolment.

Enrolment Panel:

Campsie PS has an enrolment panel. The enrolment panel has two main roles:

1. to determine the annual enrolment buffer
2. to consider out of area enrolment applications and determine enrolment acceptance or rejection

The enrolment panel will be chaired by the Deputy Principal and panel members will include:

- teaching staff
- office staff
- parent &/or community representation
- EAL/D staff

The Panel will convene fortnightly (as required).

Appeals:

If a parent does not agree with the decision of the school not to enrol a student, an appeal must be made in writing to the Principal, detailing the reasons for appeal with reference to these procedures. A written response to the appeal will be provided by the school within 10 school days.