

ABBOTSFORD PUBLIC SCHOOL

ENROLMENT POLICY

Students are enrolled at Abbotsford PS in accordance with the guidelines of the NSW Department of Education and Communities.

Rationale

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. The intake area for Abbotsford PS has been determined by the NSW DEC. A map of the area is available on the school's website.

- Non-local enrolments will only be considered where a vacancy exists within the relevant year level. No additional accommodation can be provided for increased enrolments at the school due to non-local enrolments. In the context of the above provisions and their application, which clearly constrain an individual's choice of school, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, sexual preference or marital status.
- Government regulations require that all children between the ages of 6 and 17 must attend school.
- Children may enrol at the beginning of Kindergarten in the appropriate year, if they turn five years of age on or before 31 July of that year. Documentation providing proof of age (a Birth Certificate or passport) is required on submission of the application for enrolment. Proof of identity will be required. This may be either Australian citizenship or details of visa/residency status.
- All students who live in the school's zoned area automatically qualify for a place at Abbotsford Public School, (refer to attached appendix) and will be enrolled at any time throughout the year at a parent/guardian's request. The residential address provided by the parent/guardian, as the child's permanent place of residence is the address used to determine in-zone qualifications.
- All children, including those with Special Learning Needs, will be enrolled under appropriate Department/Government guidelines if relevant criteria are met.
- Parents/Guardians may seek to enrol their child at Abbotsford Public School, but limitations as prescribed in this policy and directed by Department/ Government regulations will be observed.

You will need to complete the following forms as part of the enrolment procedure:

- a. Application for Enrolment
- b. Student Check List
- c. Consent Form
- d. Application for Free Bus Travel (if applicable).

At enrolment you must produce proof of age for your child. This could be any of the following documents –

- a. Birth Certificate
- b. Passport
- c. Immunisation History Statement

Proof of residency is to be provided by all applicants at the time of submitting an enrolment application. Proof of residency may take the form of a current bill (e.g. power, telephone, rate notice) a letter from a solicitor or real estate agent stating that the family have rented or bought a property or a statutory declaration by a Justice of the Peace. (Two separate forms of identification required).

Parents are encouraged to indicate to the school when they may have kindergarten children enrolling and submit an enrolment form in the year prior to starting at school. Due to the pressure of numbers at the school, proof of address for kindergarten children will be required when they start on the first day of school during Best Start Assessments.

Enrolment Buffer

Places in each class will be kept open from the start of the year to ensure access for children who move into the area during the year. The number of places will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. Places in this buffer are not to be offered to nonlocal students.

Non-Local Enrolment

Out of area enrolment is dependent on:

- Ability of the school to accommodate the enrolment in permanent accommodation
- A vacancy being available in the grade sought (a buffer of 2 places per class will be reserved for possible 'local' enrolments throughout the year.)
- Recommended NSWDEC staffing formula

When enrolment vacancies exist, Non-Local Placements may be made for children whose Parent(s)/carer(s) cite any of the following reasons:

- Sibling presently enrolled at Abbotsford PS
- Siblings previously attended APS
- Parent works in local area
- Special interest or ability
- Proximity to local area
- Supervision of the child before and after school by a relative who lives locally
- Travel arrangements
- Special needs including student welfare, medical history and compassionate circumstances
- Other reasons consistent with NSWDEC policy

Criteria will be applied equitably to all students.

A Placement Panel (School Principal, School Administration Manager, teacher representative, parent representative, nominated by P&C President) will be established to consider and make recommendations on all non-local enrolment applications. Parents will be notified of the panel's decision by the end of Term 3 of any given year.

There is a formal appeal process. Unsuccessful applicants may appeal to the Appeal Panel up to one week after receiving notice of non-acceptance. Applications are to be of one page in length. The composition of the panel will consist of the members of the Abbotsford School Council.

Where the appeal is not resolved at the school level, the matter will be forwarded to the School Education Director. All documentation will be forwarded to the School Education Director.