



KELLY'S PLAINS PUBLIC SCHOOL

Enrolment Policy ~ 2015

This policy is reflective of the Armidale Community of Schools
DRAFT Policy (August 2015)

Rationale:

Kelly's Plains Public School is a small school approximately ten minutes from Armidale. An enrolment ceiling has been set at 51 students after which only students living in the local Kelly's Plains Area will be accepted. In addition, class limits are set at 25 students, however, this number is negotiable with the respective class teachers. In accordance with the NSW Department of Education and Training policies, no person will be discriminated against when seeking enrolment for their children on the grounds of sex, race, religion, ethnicity, disability, sexual preferences or marital status.

Enrolment Criteria:

It is generally assumed that all children seeking enrolment at Kelly's Plains Public School will be able to be accepted if they are of an appropriate age and staff and classroom accommodation is available. In the event of more children applying for enrolment than places available, the principal will hold discussion with all staff to consider applications for limited positions. Kelly's Plains Public School is not a zoned school as there is no bus service to and from our school. The Principal may accept students from anywhere up and until the maximum number of students allowed at our school, 51. All students living within the Kelly's Plains area will be accepted.

Enrolment in Kindergarten:

Children may be enrolled in Kindergarten at the beginning of the year if they turn 5 years of age before the 31st July of that year. The Principal will ensure that proof of age is available, check and copy the child's immunisation records and copy proof of address (such as a driver's licence).

Parents have the right not to immunise their children, however, under the Public Health Act 1992, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.

Whilst it is the intention that all students will enrol at the beginning of the year, late enrolments will be accepted at the discretion of the Principal.

A School Readiness Orientation program will run for 8 weeks in Terms 3- 4 of each year to familiarise prospective students with school life before they commence Kindergarten the following year.

Enrolment of Students with Disabilities:

The Department of Education and Training provides a range of services and resources to support the education of students with disabilities. The Principal will access all necessary assistance and resources to cater for the needs of any student with a disability, in negotiation with the School Education Director.

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 function, academic skills and social and emotional adjustment. This should be undertaken by the school counsellor. Judgements made about student's emotional maturity should include input from the classroom teacher and parent(s).

Enrolment of Non-Australian Citizens

The NSW Department of Education and Training has very clear guidelines when enrolling students with temporary visas and those citizens who are permanent residents. The Principal will check with the DET for up to date procedures when enrolling such students.

Enrolment Data:

Parents will be required to complete and sign an "Application to Enrol" form provided by the school.

Classroom teachers will accurately maintain a class roll.

The Principal will collect and analyse enrolment information as required by the NSW DET. The Principal will keep the School Education Director informed of general enrolment trends and report on specific data as required. The Principal will access DET assistance if he/she has concerns about student attendance.