



LEONAY PUBLIC SCHOOL

ENROLMENT POLICY 2018

School Policy



All children residing within the Leonay intake zone are entitled to enrolment. A map of the school's boundaries is available in the main school office.

Applications for enrolment may be discussed with the Principal. However, an application will not be considered until it is received in writing. Documented evidence of date of birth, proof of residence and immunisation status must be also provided with the application form.

A school placement panel makes decisions in relation to applications for non-local enrolment.

All recommendations and decisions will be made by the placement panel within the context of "Enrolment of Students in Government Schools: A Summary and Consolidation of Policy" (August 1997).

According to Departmental Policy, parents may seek to enrol their child in the school of their choice and their children are entitled to be enrolled at the government school that is designed for the intake area that the child's home is situated.

Notwithstanding the above, non-local students can be enrolled at the school of parents' choice provided that such placements do not generate demand for extra staff or create disruption to school routine.

In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their race, religion, ethnicity or disability.

Leonay Public School Local Area

The local drawing area for Leonay Public School is attached to this policy.

Leonay Public School's Enrolment Ceiling

The enrolment ceiling for Leonay Public School is based on the DET policy on class sizes;

K – 20, Year 1 – 22, Year 2 – 24, Year 3 – 30, Year 4 – 30, Year 5 – 30, Year 6 – 30.

Within this enrolment ceiling a buffer has been determined to accommodate local students arriving through the year. Consequently, enrolment at the commencement of each year will be:

K – 19, Year 1 – 21, Year 2 – 23, Year 3 – 28, Year 4 – 28, Year 5 – 28, Year 6 – 28.

Places in the buffer are not offered to non-local students.

Leonay Public School Placement Panel

Each year the school will establish a placement panel to consider all non-local enrolment applications. This panel will be chaired by the Principal and will include the school executive. They will meet when required but at least once a year.

The decisions made by the placement panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year.

Criteria for Selection of Enrolment Applications

The selection criteria for Leonay Public School in priority order are:

1. Repeating students.
2. Local area students.
3. Siblings of non-local students already enrolled.
4. Non-local students – consideration will be given to the following factors in priority.
 - a) Proximity and access to the school.
 - b) Closest school to their residence.
 - c) Safety and supervision of the student before and after school.
 - d) Compassionate circumstances.

The Principal will ensure that the established criteria are applied equitably to all applicants.

Waiting lists are current for one year.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. If the matter is not resolved at the local level the Director, Educational Leadership will consider the appeal and make a determination. He or she will consult with the relevant principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied.

Kindergarten Enrolment

Each year the principal will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children, including the policy on immunisation.

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year.

Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.

The Principal is to ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children.

Leonay Public School Procedures for Kindergarten Enrolment

1. Parents will be advised that applications for enrolment are available from the school and should be completed prior to the end of Term 2 each year. They will also be advised of the policy regarding non-local enrolment and be requested to complete an application for non-local attendance.
2. Details of addresses given for local enrolment will be checked for accuracy.
3. The placement panel will meet prior to the end of Term 3 each year. They will consider all applications and make decisions based upon this stated policy.
4. The school will then notify parents of successful and unsuccessful applications, advising parents of this policy, reasons of non-acceptance, and of waiting lists.
5. An orientation program will be held during October each year giving an opportunity for parents to be more fully informed about the school and procedures as well as easing the transition of children into Kindergarten.

Enrolments in Particular Circumstances

Students being presented for enrolment in particular circumstances require individual consideration. These circumstances include enrolment of students with disabilities, non-Australian citizens, new arrivals and early enrolment of gifted and talented students. In these circumstances the following procedure will be followed:

An initial enrolment interview will be scheduled with the principal to outline the circumstances and determine documentation required.

Following the initial interview, the principal will refer to appropriate departmental policies and seek further advice as considered necessary. In the case of students with disabilities, a well-being officer will be consulted and assessments arranged to determine support needs.

Submissions for support will be completed in consultation with parents and departmental personnel.

The principal will keep the parents informed of the progress of the application.

Whilst it is the school's desire to process all applications for enrolment in particular circumstance as quickly as possible, the purpose of achieving a successful and appropriate enrolment will be paramount.

Leonay Public School Local Area

