



Spirited Successful Students Creative Connected Citizens Inspired Innovative Individuals  
**EVERY STUDENT** **EVERY TEACHER** **EVERY FAMILY**

# Enrolment Policy

## Rationale and Context

- Baulkham Hills North Public School is classified as a P3 school. There are currently 37 mainstream classes for students from Kindergarten to Year 6. Due to the ages of students and class size policies of the NSW Department of Education students may be in multi age classes.
- The school has a significant turnover of students each year with the mobility average of approximately 13%. (In 2018 the school lost 60 students and gained 65 students resulting in a net gain of 5 students). Therefore spaces need to be made available in each class for new local enrolments through the year.
- All students deserve a smooth enrolment transition that enables them to become part of our school with a minimum of disruption and maximum support.
- Students not zoned for the school may be enrolled only with exceptional circumstances in 2019 as per the current DoE Enrolment Policy which indicates that each school must not enrol students beyond its enrolment ceiling.

## Aims

To provide an efficient process of enrolment that satisfies the needs of both students and the school.

## DET Policy Context

The Enrolment of Students in Government Schools Policy (August 1997) informs the Baulkham Hills North PS Enrolment Policy. Other DoE policies and procedures relating to the enrolment of students will also be considered when a decision is being made about enrolling a student e.g. *Legal Issues Bulletin No 40 - Collection, Use and Disclosure of Information about Students with a History of Violence, class size reduction campaign.*

## Implementation

### Local Enrolment Applications

- All children who are zoned for Baulkham Hills North Public School are entitled to be enrolled at the school.
- Students enrolling at our school in Kindergarten intake will be required to provide proof of age (indicating that they will/have turned 5 years of age by the 31 July of that year) and an immunisation certificate. Students of families who do not provide an immunisation certificate are still to be enrolled. All families will be notified in the instance of an infectious disease outbreak.
- Parents seeking early age entry for their children must make a written application to the Principal and this application will be appraised in accordance with the DoEs early age entry policies and practices.
- Students with Disabilities and Special Needs will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission.
- Students with significant health issues must have a health care plan provided or developed at time of enrolment. Parents/carers are to provide the school with relevant medical records relating to the health condition
- All enrolments will require the completion of the DoE 'Enrolment Application' form with details entered immediately on ERN. Baulkham Hills North PS also requires the completion of additional information forms which will be issued and completed at time of enrolment.

[baulkhamn-p.schools.nsw.gov.au](http://baulkhamn-p.schools.nsw.gov.au)



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- A Deputy Principal will contact Principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.
- Students will be allocated to classes according to a combination of class size and student need.
- All enrolment applications are required to produce 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

Document showing the full name of the child's parent	Points
<b>1. Only one of (i.e. no additional points for additional documents)</b> 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
<b>2. Any of the following</b> 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement	20 each
<b>3. Any of the following documents</b> 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.	15 each

\* up to three months old

### Enrolment of Non-Australian Citizens

Non-Australian students must hold a visa and may be enrolled under the conditions set out in the booklet: *Conditions for Enrolment of Non-Australian Citizens in NSW Government School*.

- Permanent residents are entitled to enrol in their local school.
- Temporary students may be enrolled for periods specified in their visa.
- International students studying in NSW may enrol their school aged dependents.
- Information regarding the enrolment of overseas students can be obtained from the DE International (02) 9244 5555
- Students on a Visitors Visa may enrol for a maximum of three months, but must arrange their enrolment through the International Students Program (ph : 02 9561 18209 or fax : 02 9561 18613)

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### Non-Local Enrolment Applications

- In 2019 the school has 22 permanent classrooms on site but due to current enrolment size is conducting 37 mainstream classes. The current enrolment is 958 students which sits above the 2019 enrolment ceiling of 505 students. The current DoE Enrolment Policy indicates that each school must not enrol students beyond its enrolment ceiling. Therefore Baulkham Hills North will not be able to accept non-local enrolments other than those with exceptional circumstances in 2019.
- Non-local placements will not be considered if they generate a demand for extra staff or create disruption to school routine.
- Non-local students may be enrolled if they satisfy one or more of the following criteria:
  - Sibling already in the school
  - Access, safety and child protection issues
  - Medical reasons
  - Compassionate reasons
- The enrolment committee will convene to discuss all non-local enrolment applications.
- The decision of this committee will be forwarded in writing to the applicant family.

### Enrolment Ceiling:

Based on the permanent accommodation at Baulkham Hills North Public School being 22 classrooms the maximum enrolment ceiling is 505 students. Due to the current high enrolment number and low ceiling Baulkham Hills North does not have a buffer set to accommodate additional enrolments. All children who are within the local zone for Baulkham Hills North Public School are entitled to be enrolled at the school despite the ceiling. In the current environment as a result of non-permanent classrooms being added to site to accommodate extra enrolments we are able to accommodate 955 students as has been calculated on the following principles:

Maximum enrolment by formula	Number of classes	Maximum capacity	Current enrolment	Difference
20	7	140	143	-3
22	6.5	143	150	-7
24	5.5	132	138	-6
30	4.5	135	130	5
30	4.5	135	134	1
30	4.5	135	132	3
30	4.5	135	129	6
	37	955	956	-1

### Waiting Lists

A waiting list will be established for non-local placements. Parents will be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list will reflect realistic expectations of potential vacancies. The waiting list will remain current for one year.

### Appeals

All appeals relating to the decision/s of the enrolment committee are to be forwarded to the Director Educational Leadership, NSW – Ms Joanne Marshall on Ph: 92087611.

### Evaluation

This policy will be reviewed in February each year.

**This policy was last ratified: September 2019**