Enrolment Policy

Merimbula Public School recognises its prime enrolment obligation is to provide access to quality education for students residing in the local school intake area, as stipulated by the region. An enrolment ceiling is set by the school to cater for the intake of local students throughout the year.

The decision as to whether a student will be enrolled in the school will depend on factors including, but not limited to: a student's educational needs, the expressed desires of parents and caregivers, the capacity of the school to provide the required level of support services and the availability of services at other locations. No applicant will be discriminated against in enrolment on the grounds of: sex, race, religion, ethnicity, disability, sexual preference or marital status.

Students between the ages of six and 17 years of age are required to be enrolled at a government or registered non-government school, and to attend school on each day instruction is provided. Alternately, students may apply to participate in home schooling. Children are entitled to enrol in their local government school but parents may seek to enrol them in the school of their choice.

A student's enrolment begins when they are placed on the school's admission register.

AIMS:
• For parents and prospective families to be aware of the school's Enrolment Policy and procedures in conjunction with the NSW DET enrolment of student's policy and for the school's Placement Panel to adhere to policy when assessing enrolment applications.

ELIGIBILITY CRITERIA FOR ENROLMENT:

Any student with a history of documented violent behaviour may be refused enrolment if evidence shows that they have not learned the appropriate skills to manage this behaviour.

LOCAL STUDENTS:

Children are entitled to enrol if:
• their residence is within the local boundary as set out by the DET.
• children who are aged five or more before July 31.
• children eligible to enrol in Kindergarten and do so prior to the end of Term 2.
• children aged 6 years or more.
• children recognised as being intellectually gifted and talented, and socially adjusted, that have received school counsellor recommendation and will be aged five or more by December 31.

NON-LOCAL STUDENTS:

Non-local students may be enrolled if the appropriate staff and permanent accommodation is available and the school's enrolment ceiling for the year has not been reached. (Demountables are not counted towards the enrolment ceiling unless replacement accommodation is being constructed. No additional rooms can be provided by the Department to accommodate non-local enrolments).

The school's enrolment ceiling for the year will be determined to cater for possible local enrolments throughout the year. This ceiling will be determined by the school's Placement Panel at the beginning of each year and will be based on historical data. Where spare accommodation exists non-local enrolments must not require the need for extra staff or create disruption to school.
Extra staff may only be required if enrolments take place prior to the commencement of the school year.

Non-local enrolment applications are to be completed prior to the enrolment of a non-local student. Criteria addressed by the Placement Panel (which includes a staff member, P&C member and principal - who has the casting vote) include that the student:

- is within a reasonable proximity to the school and has access to the school (including appropriate transport)
- has siblings already enrolled in the school
- requires access to gender based education programs
- has medical reasons requiring enrolment at the school
- has safety and supervision requirements that can be addressed by access to before and after school care, services and/or programs (including where a relative or carer has children attending the school or if their parent works at the school or in the local area)
- seeks access to special programs, subjects or a combination of such
- seeks participation in programs that address their interests and/or abilities
- would benefit from the structure and/or organisation of the school
- requires enrolment based on compassionate grounds.

The criteria listed are not in priority order, nor do they all need to be addressed.

Students that meet the eligibility criteria may be placed on a waiting list, for the calendar year, if the school’s enrolment ceiling has been reached. This may also be the case if current class sizes and structures do not accommodate new enrolments.

**REQUIRED DOCUMENTATION:**

**IDENTITY:** Documentation providing proof of age, such as an original birth certificate or passport, is required prior to enrolment.

**IMMUNISATION:**
Documented evidence of a child’s immunization status on enrolment is a requirement of the Public Health Act (Amendment) Act 1992. Parents have the right not to have their children immunised. However, under the Act, in the event of an outbreak of a vaccine preventable disease, non-immunised children will be required to remain at home for the duration of the outbreak.

**PROOF OF RESIDENCY:**
Parents wishing to enrol their child/ren will need to provide proof of residence. The following documentation may be required if requested by the Principal: a rates notice, electricity account, house contract, rental agreement, bond receipt, electoral role registration or visa status.

**WAITING LISTS:**
Once classes are full, a waiting list will be established. If this happens, parents will be notified in writing of their child’s place on the list. Waiting lists are current for one year only. Please note that it may not be possible to confirm placement of a non-local enrolment application prior to the start of the school year.

**APPEALS:**
Where a parent wishes to appeal against the decision of the placement panel, based on evidence that substantiates that the criteria or policy have not been applied fairly and equitably, the appeal should be made in writing to the Principal. If the matter is not resolved at school level, the School Education Director will consider the appeal and make a determination.

**EVALUATION:**
This policy will be evaluated by the school’s Placement Panel on an annual basis.