



Dubbo West Public School
Enrolment Policy

Purpose:

To provide a statement that ensures consistent and transparent procedures for the enrolment of students in government primary schools in Dubbo.

Aim:

To ensure the enrolment of students in government primary schools in Dubbo is in line with statutory requirements and NSW Department of Education guidelines and is clear and supportive of families.

General Principles Governing Enrolment:

(Excerpts from the *Enrolment of Students in Government Schools – a Summary and Consolidation of Policy, August 1997*

https://www.det.nsw.edu.au/policies/student_admin/enrolment/enrolpol/PD20020006.shtml?query=enrolment)

- 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 and that the child is eligible to attend.
- Parents may seek to enrol their child in the school of their choice.
- School local areas are determined by the Department of Education and Training through a process involving consultation between the Properties Directorate and the School Education Director.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation. Other factors may also be considered (see Non Local Enrolment Applications).

Dubbo Local Areas:

Dubbo is divided up in to school drawing areas for each of the six primary schools. Parents/Carers generally apply for local enrolment as indicated in Department of Education Locator Mapping. Details of this Mapping Locator Tool are available at local schools.

Kindergarten Enrolment

- 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.
- Whilst it is the intention that children be enrolled at the beginning of the year, parents who choose to enrol eligible children after the beginning of the school year may do so, up to the end of Term 2.
- The principal will enrol in Kindergarten, students on transfer and children reaching the statutory age of six years.



Non-local Enrolment Applications:

All applications for enrolment, both local and non local should first be considered by the principal of the local school who should make comment, and where necessary, have contact with the parents/carers.

At significant transition points such as the beginning or end of the year, for P-K and 6-7, a placement panel will be convened consisting of the principals from the six local primary schools to consider non local applications.

Where an application for non local enrolment is received during the school year, the matter will be determined between the two principals.

Criteria for selecting non-local enrolment applications include:

- Change in residence to purchased/leased or rental accommodation with relevant documentation
- Siblings already enrolled at the school
- Specific medical needs that can only be met at the non-local location and can be supported with appropriate documentation
- Specific safety/supervision issues of the student before and after school that are outside the capacity of the local school and can be supported by appropriate documentation
- Specific student welfare needs that can be supported with appropriate supporting documentation

Principals from all Government primary schools will meet regularly to consider applications.

Appeals:

Where a parent wishes to appeal against the decision of the Principal Panel, the appeal should be made in writing to the Director Public Schools NSW, Macquarie Network. The Director will consult with the relevant principals. The purpose of the appeal is to determine whether the stated criteria have been applied fairly and that policy has been followed.

Record of Immunisation:

Parents have the right not to immunise their child under the Public Health (Amendment Act) 1992, but 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.

Enrolment of Students with Special Learning Needs:

Enrolment of students with special learning needs will be considered in accordance with the criteria outlined in the Special Education Handbook for Schools and the services and resources available to the school to support students as outlined in "Enrolment of Students in NSW Government Schools, A Summary and Consolation Policy". 1997, P14-15.



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Enrolment of Non-Australian Citizens:

- Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).
- Education is compulsory for non-Australian citizens between the ages of six and fifteen holding a visa granting them permanent resident status and New Zealand citizens holding current New Zealand passports. Outside these ages they may enrol under the same conditions as Australian citizens.
- Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions

Developed June 2016