



# Ben Venue Public School

## Enrolment implementation procedures

Last updated May, 2024

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Ben Venue Public School is a primary school located on the northern side of Armidale. An enrolment ceiling has been set to a maximum of 22 classes. These procedures outline how Ben Venue PS implements the [Department of Education's Enrolment Policy](#).

All prospective students are required to have an enrolment interview with the Principal or Deputy Principal prior to enrolment.

### Local enrolment

Students are entitled to enrol at their local school. Families seeking information about their local school can access the online [School Finder](#) tool. It is generally assumed that all children seeking enrolment at Ben Venue Public School will be able to be accepted if they are of an appropriate age, are in our locally zoned area, and staff and classroom accommodation is available.

### Non-local enrolment

Ben Venue PS may accept non-local enrolments, in cases where the following criteria are met:

- Siblings already enrolled at the school
- Compassionate or extenuating circumstances
- Structures, organisation or offerings of the school that meets specific needs of the student
- Safety and supervision of the student before and after school
- Medical reasons that relate to access to school
- Proximity and access to the school

It should be noted that in the criteria, student ability, performance and/or achievement are not considerations. No person will be discriminated against when seeking enrolment for their children on the grounds of sex, gender identity, race, religion, ethnicity, disability, or marital status.

## Enrolment ceiling

The enrolment ceiling for Ben Venue is 531 students. This represents the number of students that the school is equipped to accommodate, based on permanent infrastructure.

Within this enrolment ceiling, a buffer has been determined to accommodate local students arriving throughout the year. Consequently, enrolment decisions by the principal or enrolment panel aim to ensure that the total number of students at the commencement of each year should not exceed 525. This allows a buffer of 6 places available for in zone enrolments throughout the year. Places in the buffer are not offered to non-local students, except in extenuating circumstances.

If the school is approaching or above the buffer for local enrolments, the 100-point residential address check (pictured) will be used to determine the student's entitlement to enrol at Ben Venue PS. Where a parent is able to give good reasons why they are unable to present documents or in exceptional circumstances the principal may waive or vary the 100-point residential check. If this is to occur, the principal will seek approval of the Director, Educational Leadership.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 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
2. Any of the following 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
3. Any of the following documents 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	

Application found to include false or misleading information may be rejected.

## Extenuating circumstances

The principal will seek approval from the Director, Educational Leadership in the event that extenuating circumstances may lead to acceptance of a non-local enrolment when total school enrolment is above the enrolment cap of 525, or when limited spaces are available in the specific year level.

As a guide, extenuating circumstances may include;

- prior enrolment of the student at Ben Venue PS within the past 18 months
- connections to immediate family members or staff deemed important to support the wellbeing of students in challenging or unique circumstances
- compelling reasons precluding enrolment at the locally zoned school, where the safety or wellbeing of the student is at clear risk

## Ben Venue PS enrolment panel

In the event that enrolment applications exceed the number of places available, the Principal will establish a placement panel to consider all non-local applications. This panel will be chaired by an executive staff member and will include a teacher representative, a parent representing the P&C and any other representative as determined by the Principal. 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.

## 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 appropriately applied.

## Enrolment in Kindergarten

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

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. Kindergarten orientation will run in Term 4 of each year to familiarise prospective students with school life before they commence Kindergarten the following year.

### Kindergarten enrolment procedures

1. Parents/carers are asked to complete applications for enrolment prior to the end of August in the year before commencement. Non-local applicants will be advised of the policy and procedure regarding non-local enrolment and be requested to complete an additional component of the application form.
2. Details of addresses given for local enrolment will be checked for accuracy.
3. If required, the enrolment panel will meet prior to the end of Term 3 each year. The panel will consider all applications and make decisions based upon the policy and these procedures.
4. The school will then notify parents of successful and unsuccessful applications, advising parents of the reasons of non-acceptance, and of waiting lists.
5. Accepted enrolments will be invited to one or more transition days, providing an opportunity for familiarisation with the school environment.

## Enrolment of students with disabilities

The Department of Education 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, and may seek support from the Learning and Wellbeing Team.

## **Enrolment of non-Australian citizens**

Students who are not Australian citizens should refer to the Department of Education's [Enrolment of non-Australian Citizens Procedures and eligibility](#)