



Ben Venue Public School

Enrolment implementation procedures – updated 2020

Rationale:

Ben Venue Public School is a large P3 school located on the northern side of Armidale. An enrolment ceiling has been set to a maximum of 22 classes. Set class sizes are dependent on age/grade level. In accordance with the NSW DoE policies, no person will be discriminated against when seeking enrolment for their children on the grounds of sex, race, religion, ethnicity, disability, sexual preferences or marital status.

Enrolment Criteria:

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. In the event of more children applying for enrolment than places available, the enrolment panel will hold discussions to consider applications for limited positions. The enrolment committee will meet to discuss arrangements for locally zoned students to be placed in an alternate class where the maximum were to exceed 30 students. This information will be communicated clearly to parents/carers.

Ben Venue Enrolment Ceiling:

The enrolment ceiling for Ben Venue is 531 students.

Within this enrolment ceiling, a buffer has been determined to accommodate local students arriving throughout the year. Consequently, enrolment at the commencement of each year will not exceed 525 students. This allows a buffer of 6 places available for in zone enrolments. Places in the buffer are not offered to non-local students.

If our school is nearing the local enrolment buffer the school will use the 100-point residential address check to determine the student's entitlement to enrol at school. 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

100 Point residential check

If Ben Venue PS is above or near the buffer level we will use the following 100-point residential address check to verify that the student being presented for enrolment lives within the locally zoned area.

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 available, check and copy the child's immunisation records and copy proof of address (such as a driver's licence).

Parents have the right not to immunise their children; however, under the Public Health Act 1992, 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.

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

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

Ben Venue 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 3 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. If required 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/November 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.

Ben Venue 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.

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel. All students who do not live in the Ben Venue Public School zone, must complete a “Non-local enrolment application at NSW Government School” form.

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.

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, in negotiation with the Director, Educational Leadership.

Early Enrolment of Students who are Gifted and Talented:

When a student is being considered for early entry to Kindergarten, the school will carry out a comprehensive evaluation of intellectual function, academic skills and social and emotional adjustment. This should be undertaken by the school counsellor. Judgements made about student’s emotional maturity should include input from the classroom teacher and parent(s).

Enrolment of Non-Australian Citizens:

The NSW Department of Education has very clear guidelines when enrolling students with temporary visas and those citizens who are permanent residents. The Principal will confirm with the Director, Educational Leadership, for up to date procedures when enrolling such students.

Enrolment Data:

Parents will be required to complete and sign an “Application to Enrol” form provided by the school. They will also need to complete a “Non-local enrolment application” form if they reside outside the Ben Venue Public School zone.

Classroom teachers will accurately maintain a class roll. The Principal will collect and analyse enrolment information as required by the NSW DoE. The Principal will keep the Director, Educational Leadership, informed of general enrolment trends and report on specific data as required. The Principal will access DoE assistance if he/she has concerns about student attendance.