THARAWAL PRIMARY SCHOOL
ENROLMENT POLICY

RATIONALE
This policy is based upon the document ‘Enrolment of Students in Government Schools: A summary and Consolidation of Policy – August 1997’.

Tharawal Primary School is situated in a well defined geographical area that shares boundaries with Illawong PS, Menai PS and Alfords Point PS. Local students may enrol subject to the following conditions:
- they can be provided with the appropriate level of support (in the case of students with disabilities and/or special learning needs)
- they are not under suspension of expulsion from another school
- they are not restricted by the court or Department of Community Service orders which may prohibit their enrolment
- they meet visa requirements in the case of non-Australian citizens.

Where students are transferring from a government school, student information is to be provided to Tharawal Primary School prior to enrolment being confirmed particularly in the case of safety for the student applicant, current students and staff.

DEFINITIONS
Enrolled
A student is considered enrolled at the school when they are placed on the enrolment registration system for Tharawal Primary School.

Local School
For every address in NSW there is a designated local government school. Parents are entitled to enrol their child at their local school.

Non-Local School
A government school which has a designated drawing area which does not include your address.

Enrolment Ceiling
The number of total enrolments which the school can accommodate using existing permanent classroom space.

Enrolment Buffer
Two places per grade must be left vacant to accommodate local students who may arrive throughout the year. Places in the buffer are not allocated to non-local students.

GENERAL PRINCIPLES
Tharawal Primary School has a designated local drawing area.
- Boundaries for the local drawing area are set by the Department of Education
- Parents are entitled to enrol their child at their local school
- Parents may seek enrolment for their child in the non-local school of their choice, adhering to the non-local school application process
- Applications for non-local enrolments will only be considered if there is space available in the school
- Applications for enrolment in non-local schools may be considered by a placement panel when there is available space
ENROLMENT PROCEDURES

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 the year for which they seek enrolment. Documentation providing proof of age, such as a birth certificate or passport is required at enrolment. The Public Health (Amended) Act 1992 requires parents to provide documented evidence of a child’s immunisation status at enrolment. Parents have the right not to immunise their child. However, under the Public Health (Amended) 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. Parents are also required to provide proof of address at enrolment for all applications – local and non-local.

A parent wishing to enrol their child at Tharawal Primary School should:
- Find out if the school is in the local designated school for their address
  - Ring the school office on 9543 5000
  - Call in to the school office between 8.30am and 3.15pm during the school term

Local Enrolments
- Visit the school office and request enrolment
- Provide proof of residential address
- School administrative staff will assist you with enrolment and provide relevant information
- Class placements are made by the Principal
- Children are enrolled on the school register
- If your child is transferring from another government school, Tharawal PS will request that school to forward their Pupil Record Card to Tharawal PS.

Non-Local Enrolments
Tharawal Primary School has historically had a demand placed on it by non-local enrolment applications. The following selection criteria will be considered by a placement panel in making a decision to accept or refuse an application for non-local enrolment:
- Sibling already in attendance at the school
- Medical reasons
- Safety and supervision of students before and after school
- Compassionate circumstances
- Proximity and access to the school
- Special interests and abilities
- Structure and organisation of the school
Placement Panel
The placement panel will be formed when enrolment demand exceeds availability for non-local applications. The placement panel consists of the Principal, the Learning Support Coordinator and a member of the P&C.

Waiting Lists
A waiting list may be established if the demand for non-local placements exceeds the school requirements and/or buffer. Parents will be advised in writing if their child is to be placed on a waiting list and their position on it. The waiting list is current for one year.

Appeals
Appeals against the decision of the placement panel are to be made in writing to the Principal. The Principal will seek to resolve the matter. Where the matter is not resolved at the local level, the School Education Director Appeals Committee will consider the appeal and make a determination. The purpose of the appeal will be to determine whether stated criteria have been applied fairly.

Discrimination in Enrolment
In the context of the above principles and their application, which clearly constrain an individual’s choice of provision, no person will be discriminated against in enrolment on the grounds of sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Short Term Attendance
Where a student enrolled at another school requires enrolment at Tharawal Primary School for a short period of time, the attendance will be regarded as short term attendance. These students will not be entered onto the school’s permanent register. The home school should maintain the student on their records with information on attendance provided by Tharawal Primary School at the end of each fortnight.

Enrolment of Students with Special Needs
When considering the enrolment of a student with a disability at Tharawal Primary School, a number of provisions must be considered including:
- the student’s educational needs
- the capacity of the school to provide the level of support required for the student
- the desire of the parents/carers
In some circumstances the level of support required, or the specialist nature of the support will necessitate alternative enrolment options or a delay in enrolment to ensure appropriate support is in place. Supporting documentation from medical practitioners, health and education professionals will be required when an application for enrolment is made for a student with a disability.

Enrolment of Non-Australian Citizens
Non-Australian citizens entering Australia must hold a valid visa and are subject to specific travel, entry and residency conditions set by the department of Immigration. Tharawal Primary School requires all enrolments of students on temporary visas to seek authorisation via the Temporary Visa Holders Unit. Students will only be enrolled after approval by the Unit, sighting of all necessary documentation with regard to local and non-local enrolment and if there is a vacancy in the grade appropriate for the student.
THARAWAL PRIMARY SCHOOL
APPLICATION FOR NON-LOCAL PRIMARY SCHOOL
ENROLMENT YEARS K – 6

This form should be returned to Tharawal Primary School.
Please read the information for parents on the back of this form.

A. STUDENT INFORMATION

Family Name _____________________________ Date of Birth __________________

Given Names _____________________________ Male Female (circle)

Address __________________________________________________________________

Post Code _______ Home Phone ________________ Work Phone ________________

Parent / Guardian Name __________________ Relati onship to student __________

Present School __________________________ Present Grade Year (K-6) ________

B. NON – LOCAL SCHOOL PLACEMENT REQUEST

Year / Grade sought _____________ Proposed date of enrolment ________________

Reasons for application _____________________________________________________

________________________________________________________________________

________________________________________________________________________

I am also seeking placement at the following non-local school(s) _________________

________________________________________________________________________

Signature of Parent / Guardian ____________________________ Date ______________

________________________________________________________________________

________________________________________________________________________

SCHOOL USE ONLY

Date received ______________ Places available yes / no Parent advised on ______

Notes ______________________________________________________________________

________________________________________________________________________

________________________________________________________________________
INFORMATION FOR PARENTS

PLEASE READ THIS INFORMATION CAREFULLY BEFORE COMPLETING THE FORM

This form will be accepted as an application of interest only. If a position within our school becomes available the Principal will contact you for an interview. Your application will then be submitted to the Placement Panel for final approval.

Reasons for choosing non-local placements may include:

- Student welfare needs
- Particular educational programs or philosophy
- Safety and supervision of the student before and after school
- Medical reasons with certificate
- Travel arrangements and / or distance
- Structure and organization of the school
- Size of the school
- Particular disciplinary procedures
- Attitude to school uniforms
- Change of residence
- Move from a non-government school

The number of students a school may enrol is limited by the availability of permanent classroom teaching space. This means that some schools may not have room left for non-local enrolments after accommodation of local children.

Approved applications for the current year will be advised in writing in due course.

Approved applications for enrolment for the following year will be advised during Second Semester of the current year.

An official Department of Education and Training application for enrolment will then be required to be submitted with proof of birth, residence and immunisation.

If you require further information please contact the school on 9543 5000.

FORWARD THIS FORM TO THE PRINCIPAL OF THARAWAL PRIMARY SCHOOL