



Erina Heights Public School Enrolment Procedures

Updated - 28/06/2023

You can obtain the Department of Education's enrolment policy at:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment/primary-school-enrolment>

These Enrolment Procedures refer specifically to Erina Heights Public School

Definitions:

A student is considered to be enrolled when he or she is entered into or transferred into the system's online registration system (ERN) as a student attending a public school.

Purpose:

Legislation requires students between the ages of six and seventeen to be enrolled at a government school or registered non-government school and to attend school on each day that instruction is provided, or to be registered for home schooling. It is the duty of the parent of the student to ensure that these obligations are fulfilled.

General Principles Governing Enrolment:

- A student is considered to be enrolled when he or she is placed on the admission register of a school.
- A student should be enrolled in one school only at any given time.
- Children are entitled to be enrolled at the government school that is designated for the intake area in 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 intake areas are determined by the Department of Education through a process involving consultation between Assets Directorate and the Director Educational Leadership.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- Schools are required to have a written procedure, which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- The procedure and criteria should be expressed in plain English, and in community languages where necessary. It should be made clear what considerations will be given to each of the criteria.

School Procedures:

- Parents wishing to transfer students to Erina Heights Public School from another state school should be in possession of a valid transfer certificate.



- Every effort will be made to contact the school that students are transferring from to ascertain if there are any special needs that we need to cater for. The school will use a school-based form for transfer from another NSW public school or the interstate data transfer forms for students from other state systems. Our school-based forms can be sent to private schools but they are not required to respond.
- There will be a minimum period of 24 hours between application for enrolment and confirmation of enrolment to allow for contact to be made with the previous school and consideration of most appropriate placement of the student. This period may be extended to allow for the arrival of school documentation from the previous schools if there is cause for concern regarding the student's history.
- No person will be discriminated against in enrolment on the grounds of his or her sex, age, race, religion, ethnicity or disability.

Enrolment Ceiling:

In the current environment of Erina Heights Public School, the maximum enrolment ceiling will be 248 students.

For 2024 our enrolment ceiling will be 248 students due to the applied formula based on the mix of student enrolments in each academic year and on permanent accommodation of 11 classrooms.

Enrolment Buffer:

Places in the buffer are not to be offered to non-local students. To allow sufficient opportunity for local enrolments to be accepted with minimal disruption to school organisation the buffer zone will be **set at 2 students in each academic year** below the current enrolment ceiling. The buffer zone will be reassessed as the number of classes change.

- The buffer zone at the start of 2024 will be set at 14 students.
- The buffer zone during the year will be from the student number at the beginning of each year or whatever the cut-off point is for the appointment of an extra teacher. This point will change depending on the composition of the student body and the year level of the non-local enrolment applicants.

From 2024 our buffer zone will be set at 14 students.

Placement Panel:

The Enrolment Committee will convene to discuss all non-local enrolment applications.

The composition of the panel will be:

- A school community member nominated by the school's parent organisation.
- One executive staff member.
- At least one teaching staff member.

The recommendations made by the placement panel must be within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year.



In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions.

The placement panel should record all decisions and minutes of meetings are to be available on request by the Director Educational Leadership.

Criteria for Non-local Enrolment Applications:

Non-local placements will not be considered if they generate a demand for extra staff or create disruption to school routine. Students wishing to enrol at Erina Heights PS who do not reside in the enrolment zone will only be able to do so on the condition that the principal of their local zoned school has been consulted and they meet one or more of the non-local enrolment criteria described below.

Criteria:

- Siblings already enrolled at the school
- Plans to build or move within the school's local area (supporting document must be supplied)
- Safety and supervision of students before and after school
- Student welfare needs

The principal will ensure that the established criteria for the school are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing should they request it.

Appeals:

Where a parent wishes to appeal against a decision of the placement panel, the appeal should be made in writing to the principal in writing.

The purpose of the appeal is to determine whether the stated criteria in the school procedure has been applied fairly.

Transition to School:

- Erina Heights Public School facilitates a transition to school program (Kindergarten Transition) that is offered to all families in the year prior to Kindergarten enrolment. The organisation, evaluation and continual improvement of the program is the responsibility of the Assistant Principal, Early Stage 1.
- Parents must complete an "Application to enrol in a NSW Government school" and lodge it with the school prior to their child being offered a place in the Kindergarten Transition Program.

References:

- Enrolment of Students in Government Schools – A Summary and Consolidation of Procedure (August 1997)
- Legal Issues Bulletin No 20 – "Changing the name of students in schools and NSW TAFE."



- Legal Issues Bulletin No 40 – “Collection, use and disclosure of information about students with a history of violence”
- Legal Issues Bulletin No 43 – “Enrolment of students in government schools.”
- Legal Issues Bulletin No 46 – “Legal issues concerning the administration of prescribed medications, health care procedures and medical emergencies in schools and TAFE NSW.”
- Guidelines issued under part 5A of the Education Act 1990 for the management of health and safety risks posed to schools by a student’s violent behaviour.



SCHOOL USE ONLY		
Date received:	Place available?	Parent advised on:
Notes:		

NON-LOCAL PRIMARY SCHOOL PLACEMENTS

INFORMATION FOR PARENTS

Parents may apply for the non-local enrolment of their child in up to two (2) schools of their choice in addition to their designated local school. A separate application form is required for each school.

Priority for enrolment will be given to students entering Kindergarten at the start of the year. Places may also be available in Years 1 - 6.

The criteria established at Erina Heights Public School for selecting amongst non-local applications are as follows:

- Siblings already enrolled at the school
- Plans to build or move within the school's local area (supporting document must be supplied)
- Safety and supervision of students before and after school
- Student welfare needs

The number of students this school may enrol is limited by the availability of classroom space and teaching staff. This means that we may not have room left for non-local enrolments after accommodating local students.

Additional information can be found in the Erina Heights Public School Enrolment Procedures, which are available on the school's website.

Please return this form to Erina Heights Public School.