



Procedures for the enrolment of students in Russell Vale Public School

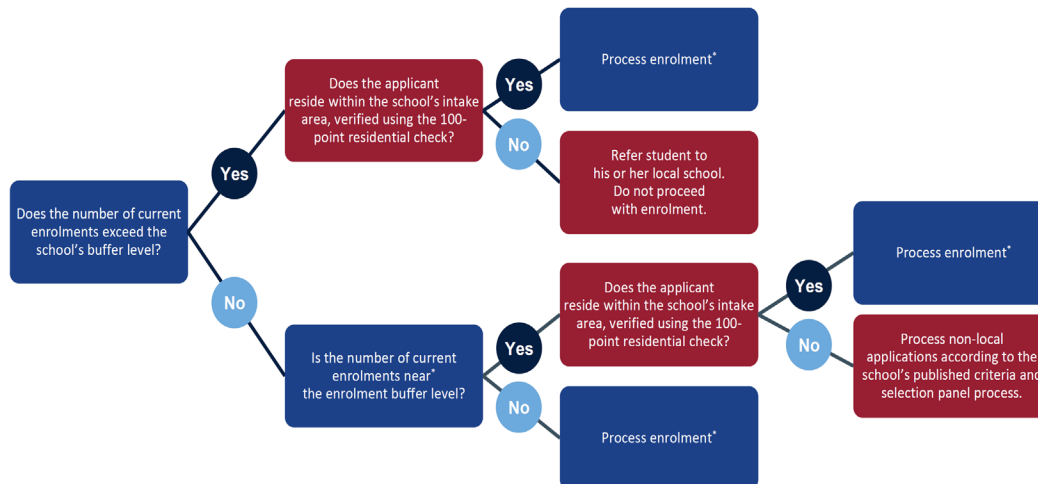
Informed by Enrolment of Students in NSW Government Schools Policy statement

at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

and General Enrolment Procedures at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>

Students are entitled to be enrolled at the local school for which they are eligible. The school finder tool is located at <https://education.nsw.gov.au/school-finder>

Decision tree for standard enrolments



*For more information, visit: <https://education.nsw.gov.au/policy-management-schools/media/documents/Decision-tree-Revised-enrolment-policy-2019.pdf>

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Enrolment Cap

The enrolment cap is the number of students that can be enrolled at a school based on permanent accommodation. The cap is determined centrally by School Infrastructure NSW.

Enrolment Buffer

Within the enrolment cap, a number of enrolment places (a buffer) must be set aside for the enrolment of local students arriving throughout the year. Once a school has reached its local enrolment buffer, places cannot be offered to non-local students. The local enrolment buffer and the school's non-local enrolment criteria are to be reviewed on a regular basis. Any change is to be approved by the Director, Educational Leadership in time for enrolment of the following year's intake.

Proof of residency

Schools will undertake a 100 point check to verify that a student presenting for enrolment resides within the school's designated intake area. In exceptional circumstances, the principal may waive this requirement subject to approval by the Director, Educational Leadership.

Enrolment of non-local students

Schools that have reached their enrolment cap have no capacity to enrol non-local students unless requested by the Director, Educational Leadership.

Criteria for the enrolment of non-local students may include:

- siblings already enrolled at the school
- compassionate circumstances
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- structure and organization of the school
- proximity and access to the school
- recent change in the local intake area boundaries

Criteria for the enrolment of non-local students will not include student ability, performance or achievement.

Wollongong North Network high school enrichment classes

All Wollongong North high schools offer an enrichment class to high potential or gifted students. Only students who have been accepted for enrolment can be considered for enrichment class placement.

While criteria are applied to the formation of each Wollongong North high school's enrichment class, the classes are not designated as Selective classes, nor are the schools identified as partially Selective.

Responding to non-local enrolment applications

When a principal receives a non-local enrolment application, the principal will inform the principal of the student's local school.

Principals will ensure relevant staff know whether they can or cannot accept non-local enrolments and ensure advice and communication provided to parents is consistent. Principals will also develop protocols, in collaboration with other schools if appropriate, to ensure communications and advice provided to parents is consistent and supportive of public education. This may include requesting a parent to attend at the local school and to meet that school's principal before any non-local enrolment application is considered.

Procedures for non-local enrolment applications can be found at:

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

Enrolment panels

Schools above their buffer cannot enrol non-local students, without the approval of the Director, Educational Leadership.

When the number of non-local applications received exceeds the number of places available below the local enrolment buffer, applications will be considered by a non-local enrolment panel. The principal will also seek the approval of the Director, Educational Leadership before agreeing to enrol the student.

The enrolment panel includes:

- A member of the executive staff (chairperson)
- A member of the school's teaching staff
- School community member, nominated by the school's Parents and Citizens' Association

The preference is for the principal not to be part of the enrolment panel so that any appeal can be considered by the principal in the first instance.

Waiting Lists

Where no non-local places are available within the school's buffer, a waiting list for students may be established by the principal. The length of the waiting list should reflect realistic expectations of potential vacancies and ensure students can participate in the relevant transition processes.

Appeals

Appeals against the decline of non-local enrolment applications must be in writing. They are managed by the principal in the first instance with the purpose to determine whether the stated criteria have been applied equitably.

The Director, Educational Leadership is the final decision maker for appeals against the decline of non-local enrolment applications as per the General Enrolment Procedures (at <https://education.nsw.gov.au/policy-library/associated-documents/pd-2002-0006-01.pdf>).

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Russell Vale Public School

'Proud of our past and confident in our future'



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APPLICATION FOR NON-LOCAL PRIMARY SCHOOL ENROLMENT

A. STUDENT INFORMATION

Family Name: _____ Date of Birth: _____

Given Names: _____ Male/ Female

Address: _____

Present Preschool/School _____

Parent/Guardian Names: _____

Home Phone: _____ Mobile: _____

Work Phone: _____ Email: _____

B. NON-LOCAL SCHOOL PLACEMENT REQUEST

School Applied for: _____ Year: _____

Proposed date of Enrolment: _____

Reason for Application:

(Attach any further information that may be relevant)

I have also applied for enrolment at the following non-local school _____

_____ and at my local school _____

Parent/Guardian Signature: _____ Date: _____

SCHOOL USE ONLY

Date Received: _____ Place available _____

Parent advised on _____

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F. Special circumstances

Are there any special circumstances about the student seeking to be enrolled that the school should know prior to enrolment?

(eg living apart from parental supervision, subject of a court order, subject of bullying by others, out of home care arranged by the state, pregnancy, mature age, asylum seeker student living in immigration detention, eg community detention).

Yes No

If yes, please provide a brief description of the circumstances. Write in the spaces below.

G. Students with additional learning and support needs, including disability

Does the student require support for learning because of disability? Yes No

Legislation and NSW Department of Education policy recognise that adjustments may be required for students with special needs, including students with disability, so that they can participate at school. School personnel and parents work together to identify the adjustments that may be needed to meet the student's learning and support needs.

Is there anything that you do or modify at home that may help us at school to meet the student's educational needs? Yes No

If yes, please specify

Please indicate any learning adjustments that may be required to allow the student to participate at school *(complete only if applicable)*

- changes to learning programs and/or teaching strategies
- communication, eg speaking and/or listening
- modification to equipment, furniture, learning spaces and/or learning materials
- support for personal care needs, eg hygiene, mealtimes and/or health care needs
- social support to engage safely with other children and teachers
- other *(please specify)*

Please indicate if the student has any of the following

- | | | |
|-----------------------|-------------------------------|------------------------|
| autism | a hearing impairment | a language disorder |
| a physical disability | difficulties in learning | acquired brain injury |
| behaviour disorder | intellectual disability | mental health disorder |
| a vision impairment | other <i>(please specify)</i> | |

Has any previous education provider prepared a documented plan to support the student's additional learning needs? Yes No

If yes, please provide details

H. Student medical details and health conditions

It is essential you inform the school before your child is enrolled if he or she has any medical conditions. This must include any known allergies. You should also contact the school as soon as you are aware of any newly diagnosed allergies, other medical conditions or changes to an existing condition. This will assist the school to support the safety and wellbeing of your child and allow planning to occur to determine the best way to meet the individual health and support needs of your child. This is important information for your child's safe participation at the school.

Note: Where the words 'your child' are used, they should be taken as a reference to the student seeking enrolment.

Student's Medicare number

Student's Medicare card reference number

Medicare card valid to date

/
month year

Doctor's name/medical centre

Doctor's address (eg 1 High Street, Sydney, NSW, 2000)

Doctor's phone number (work)

Please provide the name, address and phone number of any other doctor or medical specialist who may currently be treating your child for any allergy or other medical condition you may list when completing Section H. Attach an additional page if required.

Allergy / medical condition	Doctor's name	Address	Telephone
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If your child has a documented plan to support any health or medical needs from a previous school or organisation (eg preschool, occasional care, etc) please provide it to the school as an attachment to this form.

ALLERGIES – THESE CAN INCLUDE ALLERGIES TO INSECT STINGS, DRUGS, LATEX, FOOD (EG NUTS, EGGS, PEANUTS) OR OTHER.

If your child has an allergy, please specify in the box below. For this allergy, answer the 11 questions that follow (where applicable). If there is insufficient space, please attach additional pages clearly marked 'Section H'.

For any **additional allergies** your child has, **please answer each of the 11 questions** (where applicable) on a separate page for each allergy. Attach this additional information (clearly marked 'Section H') to the back of this form.

Allergy to

1. Has a doctor diagnosed this allergy? Yes No

2. Is this a severe allergy (anaphylaxis)? Yes No

Anaphylaxis is a severe, potentially life-threatening, allergic reaction.

3. Has your child been hospitalised with a severe allergic reaction (anaphylaxis) or any other allergy? Yes No

4. If yes, which hospital?

5. Does your child have an ASCIA Action Plan for Anaphylaxis? Yes No

6. If yes, is this plan attached? Yes No

7. Has your child been prescribed an adrenaline autoinjector (ie EpiPen®)? Yes No

If your child has been prescribed an adrenaline autoinjector, you will need to provide the school with one (and renew prior to expiry date).

Each time your child is prescribed a new adrenaline autoinjector the doctor should issue an updated ASCIA Action Plan for Anaphylaxis. It is important that any updated plan is provided to the school.

Student details – additional information

8. What is the expiry date of the adrenaline autoinjector that will be provided to the school?

/
month year

If not known at the time of completing this form, the school will require this information on enrolment.

9. Does your child have an ASCIA Action Plan for Allergic Reactions? Yes No

10. If yes, is this plan attached? Yes No

It is important that any updated plan is provided to the school.

11. Please list any other medication prescribed for this allergy

The school will require further details in relation to prescribed medication on enrolment.

Parents of children who require their child to be administered prescribed medication at school must complete a written request. The school can provide you with a copy of a request form. Information is also available on the Department's website.

MEDICAL CONDITIONS OTHER THAN ALLERGIES AND ANAPHYLAXIS (EG ASTHMA, SEVERE ASTHMA, DIABETES, EPILEPSY)

Please identify and provide details below of any other medical condition for which your child is being treated. (If more than one condition or insufficient space, please attach additional pages and include answers to all 7 questions that follow).

Medical condition

1. Has a doctor diagnosed this condition? Yes No

2. Has your child been hospitalised with this condition? Yes No

3. If yes, which hospital?

4. Does your child have a documented action plan from a doctor (eg asthma action plan)? Yes No

5. If yes, is this plan attached? Yes No

6. Is your child taking prescribed medication for this condition? Yes No

7. If yes, what is the prescribed medication?

The school will require further details in relation to prescribed medication on enrolment.

Parents of children who require their child to be administered prescribed medication at school must complete a written request. The school can provide you with a copy of a request form. Information is also available on the Department's website.

I. Student's history relevant to risk assessment

The NSW Department of Education has a responsibility to assess and manage any risk of harm to its staff and students. This application gives you the opportunity to provide schools with information that will help facilitate the smooth transition of the student into this specific school setting. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of the student. The action taken in response to the information you provide will help ensure the safety of this student, other students and staff.

To your knowledge, is there anything in the student's history or circumstances (including medical history not listed in Section H) which might pose a risk of any type to this student, other students, or staff at this school?

Yes No

If yes, please provide a brief description of the student's medical or other history which might pose a risk of any type to him or her, other students, or staff at this school.

Please provide names and contact details of health professionals or other relevant bodies that have knowledge of these issues.

Does the student have any history of violent behaviour? Yes No

If yes, please provide details.

Has the student ever been suspended or expelled from any previous school? Yes No

If yes, was this for:

Actual violence to any person? Yes No

Possession of a weapon or any item used to cause harm or injury? Yes No

Threats of violence or intimidation of staff, students, or others at the school? Yes No

Illegal drugs? Yes No

Are you aware of any other incidents of the kind listed above in which the student has been involved outside of the school setting?

Yes No

If yes, please provide a brief outline of these incidents.