



## Helensburgh Public School Enrolment Policy and Procedures Overview and Statement of Practice Updated 2020

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>

### **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. The NSW Department of Education states that class sizes need not exceed these numbers of students for each grade, however, depending on the circumstances it may be necessary.

Kindergarten – 20 students  
Year 1 – 22 students  
Year 2 – 24 students  
Years 3 to 6 – 30 students

Helensburgh Public School has 18 permanent classrooms for mainstream students and 1 classroom for our Multi-categorical class. The school is able to accommodate approximately 430 students.

### ***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 unless there are exceptional circumstances.

Helensburgh Public School will aim to have a buffer of at least 1 student per grade. In accordance with policy a buffer is determined to accommodate local students arriving throughout the year.

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 Residence Check**

A 100 point proof of residence check is undertaken when a parent wishes to enrol their child at Helensburgh Public School to determine that the parent and child both reside in the local area. A boundary map and school locator <https://education.nsw.gov.au/school-finder> will be used to determine if the student is in area.

## **Responding to non-local enrolment applications**

If a parent wants to enrol their child as a non-local student at Helensburgh Public School they will be supported to first make contact with the school for which they are identified as local before proceeding to fill out a non-local enrolment application form.

The principal will also inform the local school principal.

## **High School Enrolment Process**

Students are entitled to be enrolled at the government secondary school that is designated for the intake area in which they reside. Planning for the transition of students from Year 6 to 7 begins in Week 2 of Term 1 each year.

Each year the school will conduct a Year 6 to 7 parent information session and individual support to assist families in transitioning their child to high school.

Due to a previous lack of clarity around high school enrolment process, the following points will be communicated as a way of transition:

- Heathcote High School is the local high school for any student who resides in the Helensburgh area. Information will be provided to parents about Heathcote High School's orientation days and other programs available at the school.
- Any student currently enrolled at Helensburgh PS as of 2019 and their siblings can apply to enrol at either Heathcote HS or Bulli HS as their local choice. This is inclusive of Kindergarten students for 2020.
- Any other family residing in Helensburgh who seek enrolment at Helensburgh will be subject to the normal enrolment policy when they submit enrolment at high school.

The Principal, Stage 3 Assistant Principal and school administration staff will assist with any general enquiries about primary and high school enrolment.

## **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

## **Other Factors in Enrolment of Non- Local students**

- Siblings already enrolled at the school will be prioritised, where possible, over other out of area enrolment applications.
- The school's enrolment policy and criteria and the enrolment policy information for parents can be found on the school website.

## **Placement 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.

## **Appeals**

Where a parent wishes to appeal against the decision, the appeal should be made in writing to the Principal. Appeals will be managed by the Principal who will determine if 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>).

## **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 that year. Documentation of 100 points of identification is required on enrolment. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.

## **Kindergarten Transition Process**

Kindergarten Transition Program starts at the beginning of Term 4 and provides parents with important information about the school and students with opportunities to support their transition to primary school. The Early Stage 1 Assistant Principal, Learning Support Team coordinator and Principal will liaise with parents, pre-school and outside agencies to identify specific learning, physical, social, emotional and behaviour needs which are essential to a successful enrolment and transition. In instances where significant student need is identified meetings will be conducted with parents to develop personalised learning plans. This may include a specific transition plan to support individual needs, including students with a disability.

## **Enrolment of Students with Special Learning Needs**

The NSW Department of Education provides a range of services and resources to support the education of students with special needs. These include:

- targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes
- special classes within regular schools
- special schools
- modifications to buildings to facilitate access
- provision of specialised equipment and technology
- special transport services.

The decision on where to enrol a student with a disability, and with what level of support, will depend on a number of factors, including the student's educational needs, the expressed desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations. Parents wishing to apply for early enrolment of children who are considered gifted and/or talented must participate in a comprehensive evaluation of the child's intellectual functioning, academic skills and social adjustment undertaken by the school counsellor.

## **Enrolment of Non-Australian Citizens**

Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).