

# **Nillo Infants School**

# **ENROLMENT POLICY**



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## **1.1 INTRODUCTION**

This policy provides information for the community and school personnel on the entitlements, requirements and procedures for the enrolment of students in our school. Our policy emphasizes inclusion where possible, not exclusion.

Local boundaries for Nillo Infants School include the village of Lorn and the feeder areas of .

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 may enroll in Kindergarten at the beginning of the year if they turn five years of age on or before 31<sup>st</sup> July in that year.

Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunization status on enrolment in schools, preschools and child care centers.

Parents have the right of not having their children immunized. However, under the Public Health (Amendment) Act 1992, in the event of an outbreak of a vaccine preventable disease, children not immunized will be required to remain at home for the duration of the outbreak.

## **1.2 ENROLMENT CEILING**

The enrolment ceiling is the highest number of students a school can accommodate based on the number of available permanent classrooms. Nillo's ceiling based on the currently available permanent accommodation is 66 students.

## **1.3 ENROLMENT BUFFER**

A buffer has been determined to accommodate local students arriving throughout the year. Historical enrolment data at this school indicates that for 2007 a buffer will be required which allows for 5 midyear local enrolments. This buffer for local students will be the enrolments position from 61-66.

## **1.4 ENROLMENT PROCEDURES**

Parents/carers can contact the school at any time throughout the year at seek enrolment. In June, all applicants will be sent an Application for Enrolment form. We ask that this form be returned as soon as possible as a means of intent for the following year.

In September a letter is sent to all informing them of upcoming School and Orientation activities

Whilst it is the intention that children be enrolled at the beginning of the year, parents who choose to enrol eligible children after the beginning of the school year may do so, up to the end of Term 2.

The principal will enrol in Kindergarten, students on transfer and children reaching the statutory age of six years.

## **1.5 TRANSITION TO SCHOOL**

It is recognised that the transition from early intervention, or other pre-school settings, to school is a significant step, particularly for students with special learning needs. We work collaboratively with parents, caregivers and other relevant personnel to facilitate planning for the important transition process.

## **1.6 TRANSFER APPLICATIONS**

Students from other government or non-government schools, interstate and New Zealand may be enrolled by their local or non-local school consistent with this policy.

When students transfer from one New South Wales government school to another, a Student Transfer Certificate must be completed.

## **CRITERIA FOR NON-LOCAL ENROLMENT**

**Students will be accepted for non-local enrolment at Nillo Infants School as follows:**

Students who have siblings currently enrolled at Nillo Infants School

Students whose parents wish them to attend this school as a matter of personal choice

Students who have compassionate reasons including needing Before and After School Care

Students who have documented medical reasons

Students who have special interests and abilities

Providing that:

The school's enrolment ceiling is not breached

The school's enrolment buffer is not breached.

## **PLACEMENT PANEL**

When demand for non-local places exceeds availability, this school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel is to be determined locally but must include at least one staff member, other than the principal, and one school community member nominated by the school's parent organization. The panel will be chaired by the principal who will have the casting vote.

### **Refusal of Enrolment**

Principals may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour.