

GREEN VALLEY PUBLIC SCHOOL

Aim High

ENROLMENT POLICY

GENERAL PRINCIPLES GOVERNING ENROLMENT

1. Legislation requires students between the ages of six and fifteen to be enrolled at a government or registered 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 or carer of the student to ensure that these obligations are fulfilled.
2. A student is considered to be enrolled when he or she is placed on the admission register of a school.
3. A student should be enrolled in one school only at any given time.
4. Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.
5. Parents may seek to enrol their child in the school of their choice.
6. Since term 4 2019 schools have had a centrally set enrolment cap based on the permanent accommodation in the school. The cap is designed 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.
7. Schools are required to have a written policy which states the grounds on which non-local enrolments will be considered.
8. The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation and whether or not the school is nearing its enrolment buffer.

ENROLMENT CAP

Based on the existing 18 permanent classrooms the current enrolment ceiling is 416 students.

ENROLMENT BUFFER

Within the enrolment cap, a number of enrolment places (the buffer) must be kept aside for the likely number of local students who will need to enrol during the year. For this reason, a school will not take non-local students once they reach their buffer, unless there are exceptional circumstances.

The enrolment buffer for Green Valley PS is 8 places.

ASSESSMENT OF APPLICANTS FOR ENROLMENT.

Local enrolments: Under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school.

Schools that are at or nearing their local enrolment buffer will use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) <ol style="list-style-type: none"> 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year 	40
2. Any of the following <ol style="list-style-type: none"> 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement 	20 each
3. Any of the following documents <ol style="list-style-type: none"> 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this. 	15 each

* up to three months old

Non-local enrolment

The school is unable to accept non-local enrolments once the buffer is reached.

Placement Panel

Where demand for non-local places exceeds the number of non-local places available an enrolment placement panel will be formed to consider non-local applications.

The placement panel will consist of a staff member, a community member (nominated by the P&C) and an executive member of the teaching staff (usually the Principal) will consider and make recommendations on all non-local applications.

- Only matters presented on the application form will be considered.
- Decisions will be made within the context of the agreed enrolment ceiling and buffer.
- All decisions and the minutes of the meetings are to be recorded and supplied to the Director Educational Leadership on request.

Where non-local enrolment is sought as a result of conflict at the student's current school parents will be urged to resolve that conflict before an application is lodged.

CRITERIA FOR NON-LOCAL APPLICATIONS

Criteria for selecting amongst non-local enrolment applications should be documented and made available, in advance, to parents who are interested in enrolling their children. Sibling enrolments are now clearly prioritised

GREEN VALLEY PUBLIC SCHOOL

Aim High

ENROLMENT POLICY

(where possible) and selection criteria for non-local enrolment will not include student ability, performance or achievement. GVPS criteria for non-local placement is as follows:

- siblings already enrolled at the school
- safety and supervision of the student before and after school
- compassionate circumstances

The principal will ensure that the established criteria 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.

WAITING LISTS

Waiting lists may be established for non-local students. The size of the waiting list should reflect realistic expectations of potential vacancies. Waiting lists are current for one year.

APPEALS

An appeal should be made in writing to the principal who will seek to resolve the matter. If the matter is not resolved at the local level the Director Educational Leadership, Cowpasture (9203 9900) will consider the appeal and make a determination.

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 providing proof of age, such as a birth certificate or passport, and immunisation record are required on enrolment. Parents may choose to enrol eligible children up to the end of Term 2. Kindergarten students on transfer and children reaching the statutory age of six years will be enrolled.

Non-local kindergarten applications for the next school year need to be received by the second last week of Term 3.

EARLY ENROLMENT OF STUDENTS WHO ARE GIFTED AND TALENTED

Early entry to school of a student who is intellectually gifted and talented is subject to a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This should be undertaken by the school counsellor or a registered psychologist. A review of research reveals a consensus that, for successful outcomes, a child should be within six months of approved entry age.