



1. Policy statement

There is a legal obligation to accord every eligible child the right to enrol in his or her local government school, and every parent of a school aged student has the duty to ensure their child attends school. ([Education Act Section 34](#)) In accordance with the NSW DEC policy, no person will be discriminated against when seeking enrolment for their children on the grounds of sex, race, religion, ethnicity, disability, sexual preferences or marital status

2. Audience and applicability

This policy applies to all students applying to enrol at Niangala Public School. Due to Niangala School's location, there are very few demands on the school to accept out-of-zone enrolments.

3. Context

Parents / carers interested in enrolling their child at Niangala Public School need to complete an *Application to enrol in a NSW Government school*.

Before the application is accepted, the Principal will:

- contact the student's previous school to obtain student details including special needs, special circumstances and student history relevant to risk assessment
- make further enquiries regarding applicant's response to Languages other than English spoken at home, Aboriginality, and Photographs at school
- interview the parent / carer if required

Once this process is complete the school will process the application and data will be entered into *Enrolment Registration Number* (ERN) as an anticipated enrolment. When the Principal has certified and signed the application and the data in ERN, the school will notify the parent / carer when the child may commence attending the school.

Students may be enrolled in Kindergarten at the beginning of the year if they turn 5 years of age before 31 July of that year. While it is practical that all students enrol at the beginning of the year, late enrolments will be accepted at the discretion of the Principal.

The Principal will consider early enrolment into Kindergarten for a gifted and talented student, after a comprehensive assessment and evaluation of intellectual functions, academic skills and social and emotional adjustment has been undertaken by the school counsellor or a registered psychologist. Judgements will include input from class teacher and parent / carer.

When submitting an enrolment application for Kindergarten, a parent / carer must supply:

- proof of student's residential address (e.g. rate notice, electricity account)
- birth certificate or identity documents
- copies of any family law or other relevant court orders
- immunisation history statement – *parents have the right not to immunize their children, however, under the Public Health Act 1992, in the event of an outbreak of a vaccine preventable disease, unimmunized children will be required to remain at home for the duration of the outbreak*
- passport and visa if applicable

These documents will be copied and filed with the enrolment application.

Students who transfer from a NSW Government School to Niangala Public School will require a Student Transfer Certificate from their previous school.

The principal will access all necessary assistance and resources to cater for the needs of an enrolled student with a disability.

The Principal will consult NSW DEC guidelines when enrolling students with temporary visas, and students who are permanent residents.

The Principal will follow departmental policy, and non-local enrolments will be considered using a range of criteria including availability of staff, resources and classroom accommodation. Non-local applications may be declined due to a lack of permanent accommodation or because future enrolments may be given higher priority.

However, where an enrolment requires further consideration on the basis of the risk they pose to staff, other students or themselves, the principal will contact the Director to discuss the matter before making any decision.

4. Responsibilities and delegations

4.1 Principal

The Principal is responsible for the safety and support of students once they are enrolled as well as ensuring the safety of all students and staff.

The Principal is responsible for the development, implementation and monitoring of the school's enrolment policy.

The Principal is responsible for providing parents/carers of prospective enrolments with information regarding orientation programs and starting school resources.

4.2 Parents

Parents/carers are required to provide the necessary documentation for enrolment.

4.3 Administrative Staff

Administrative staff will process the enrolment application, copy the required documentation, enter information in ERN and prepare a Pupil Record Card.

5. Monitoring, evaluation and reporting requirements

Niangala Public School will regularly evaluate and review the Enrolment Policy.

6. Contact

Principal, Niangala Public School Phone 0267 692254

Document history and details

Approval date: May 2010

Approving Officer: Annette Brown (Principal)

Reviewed / updated: April 2014

Related Documents

Niangala Public School Handbook

Niangala Public School brochure
