



BLACK HILL PUBLIC SCHOOL

ENROLMENT POLICY 2020

This policy supplements the Department of Education and Training state policy *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy* and is subordinate to the state policy.

LEGISLATIVE CONTEXT

The Education Reform Act 1990 required students between the ages of six and fifteen to be enrolled at a government or non-government school, and to attend school on each day that instruction is provided.

GENERAL ENROLMENT PRINCIPLES

- 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 Department of Education & Communities school only at a given time.
- Parents may seek to enrol their children in the school of their choice.
- Schools need to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

General Statement

Parents are entitled to enrol their children at the government school that is designated for the intake area within which the child's home is situated. Parents may also seek to enrol their child in the school of their choice. This policy outlines the principles and procedures to be followed when enrolling local and non-local students at Black Hill Public School.

Local Enrolments

The local school will make a place available for students who live within the local intake area.



Enrolment Ceiling and Enrolment Buffer

Each year the school will set an enrolment ceiling and an enrolment buffer to accommodate unanticipated local students enrolling during the year. Non-local students will not be enrolled if by doing so the enrolment ceiling is exceeded. In addition the positions indicated by the buffer zone will not be available for non-local enrolments. The enrolment ceiling is based on the permanent classrooms available and the recommended class sizes.

Black Hill Public School can accommodate 5 classes

Classes containing	Kindergarten	20
	Year 1	22
	Year 2	24
	Year 3	30
	Year 4	30
	Year 5	30
	Year 6	30

For 2020 the enrolment ceiling at Black Hill Public School is 116.

For 2020 the buffer zone at Black Hill Public School is 105. This means that once enrolments reach 105, no places can be offered to non-local enrolments.

Process of Non-Local Enrolment

All parents may seek to enrol their non-local child at Black Hill Public School. If the demand for non-local places exceeds availability, the school will refer the application to the placement panel, which will include the Principal and at least one staff member and one school community member.

- 1.0 When the number of requests for non-local enrolment exceeds the number of available places, non-local students will be accepted in the priority order of categories 2.1 to 2.4 (below).
- 2.0 Criteria for Selecting Non-local Applications
 - 2.1 Compassionate circumstance
 - 2.2 Siblings already enrolled at the school.
 - 2.3 Curriculum needs or preferences cannot be met at another school.
 - 2.4 Parents wishing children to attend this school as a matter of personal choice.
- 3.0 The enrolment of non-local students will always be subject to the following conditions:
 - 3.1 That the school's enrolment ceiling and class recommended number is not breached.
 - 3.2 That the school's enrolment buffer zone is not breached.
 - 3.3 That the safety, well being and supervision of the student whilst travelling, and before and after school can be reasonably assured in the opinion of the placement panel.
 - 3.4 That the proximity of the home and access to the school, enable the reasonable and practical participation of the student and the family in school life and in the school's management of students.
 - 3.5 That the enrolment of the student does not disrupt the organisation of classes after the commencement of the school year.
- 4.0 Decisions about applications for non-local placements to begin at the beginning of the next school year will not be made until the class structures for the next year are decided. This will usually have occurred by mid November. Applicants will be selected in the priority of 2.1 to 2.4 above.
- 5.0 Applicants for non-local places will be processed in the order in which they are received.
- 6.0 Applicants for non-local placement to commence at the beginning of the next school year for whom no position is available, will be placed on the waiting list in the priority of 2.1 to 2.4 above.
- 7.0 Ongoing applicants for non-local enrolment during the year for whom no position is available, will be placed on a waiting list in order of receipt of application.

Decisions and Appeals

Parents should be provided with an explanation of the decisions of the placement panel in writing, if requested. Where a parent wishes to appeal against an enrolment decision the appeal should be in writing to the Principal. If the appeal is not resolved at that level the Director, Educational Leadership will make a determination.

Enrolment of Students with Special Needs

Enrolment of students with special needs will be done in collaboration with parents, caregiver, school and district personnel, as outlined on pages 14 and 15 of the Department of education and Training state policy *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy*. The collaboration will consider the student's needs and the capacity of the school and the system to provide for those needs.

Ratified at the School Council Meeting 21/11/11.
Reviewed August 2020.