This enrolment policy outlines the procedures for local and non-local enrolment.

**Rationale**
- Parents may seek to enrol their child at the school of their choice.
- Children are entitled to be enrolled at the government school that is designated for the intake area which the child’s home is situated and that the child is eligible to attend.
- No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability or sexual preference.

**Enrolment Ceiling**
The enrolment ceiling for Fern Bay Public School is based on 1 permanent classroom. The current enrolment ceiling is 28 students.

**Enrolment Buffer**
A buffer will be determined to accommodate local students arriving throughout the year. A buffer of 4 places will be kept to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students. Therefore, once enrolments reach 24, enrolment will not be offered to any non-local students. (This includes non local siblings)

**Class Size Policy**
- Kindergarten = 20
- Year 1 = 22
- Year 2 = 24
- Years 3 to 6 = 30

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements.

**Placement Panel**
If demand for non-local places exceeds availability, the school will establish a placement panel to consider applications. The panel will include the Principal, a member of staff and a member of the school community nominated by the P&C Association.

**Criteria for Non-local Enrolment Application**
- Proximity and access to school
- Siblings already enrolled at the school
- Medical reasons
- Safety and supervision of students before and after school
- Special interests and abilities
- Compassionate circumstances
- Where an applicant has compassionate circumstances such as family separation, foster care, crisis residence, the panel will consider the application.
- Availability of travel arrangements

An application to enrol will be considered by the panel in the event transport to and from school meets the safety needs of the applicant. This includes time of arrival at school, pick up time from the school and pick up and arrival times to and from home.

**Waiting List**
Waiting lists may be established. Parents will be advised if their child is placed on a waiting list.
Feedback
Parents will be provided with an explanation of the decision of the placement panel.

Appeals
Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. If the matter is not resolved at the local level the Director of Education will consider the appeal and make a determination.

Implementation
Starting school
A student can start Kindergarten at the beginning of the school year if they turn five on or before 31 July in that year. By law, all children must be enrolled in school by their sixth birthday.

Kindergarten students may be enrolled as long as:
- their fifth birthday is prior to July 31st in the year they are to commence.
- enrolment forms are completed by parent/caregiver.
- principal sights the student’s Birth Certificate and files their Record of Immunisation.

Enrolments
Fern Bay Public School can help with enrolment enquiries anytime throughout the year.

Applying to enrol in primary school.
If your child is currently enrolled in a NSW public school, parents should contact Fern Bay Public School Office to discuss the enrolment procedures and obtain the necessary paperwork.

Enrolment of Students with Special Needs
Where a student with special needs applies for enrolment a full assessment of the student’s needs will be required to determine the ability of the school to effectively meet the child’s needs.

Enrolment of Non-Australian Citizens
Education is compulsory for non-Australian citizens between the ages of 6 and 17. Non-Australian citizens must hold a valid visa.

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 their behaviour.

Reference
The information contained in the school policy is consistent with the guidelines outlined in the NSW Department of Education policy, Enrolment of Students in Government Schools 1997.

Review
The policy will be reviewed by the school community, staff and Principal each year.

Drew Janetzki
Principal
Fern Bay PS Enrolment Policy- October, 2016