



GREENWICH PUBLIC SCHOOL

Partnerships and Opportunity

Excellence and Success

ENROLMENT POLICY

Version : 4 September 2014 as ratified by School Council

This policy has been developed to ensure that there is a planned and agreed approach to the enrolment of students at Greenwich Public School.

RATIONALE

Greenwich PS is located on the Lower North Shore of Sydney. Established in 1876, it is built on two sites, situated 1.5 km apart.

Greenwich Public School boasts an experienced and dedicated staff and enjoys active community participation and support. Students learn in a secure, nurturing environment in which an individual's talents, abilities and differences are valued and celebrated. The school is valued within its community as a safe, caring learning environment effectively meeting the educational, emotional and social needs of its students.

The Department of Education and Communities has established **enrolment boundaries** for the school. Only residences with addresses within these boundaries can be considered for automatic entry into the school at any time during the school year. The enrolment boundaries and enrolment forms can be accessed on the school website www.greenwich-p.schools.nsw.edu.au

KEY POLICY STATEMENTS

1. Within the school's enrolment ceiling an **enrolment buffer** will be determined annually by the enrolment committee to accommodate local students enrolling during the year as families move into the area. Wherever possible, four places are kept in each grade to allow for new local enrolments.

2. Departmental guidelines on average class sizes are implemented wherever possible, and according to school needs. State average class sizes are:

Kindergarten – 20

Year 1 – 22

Year 2 – 24

Year 3 to 6 – 30

3. Children may enrol in **kindergarten** at the beginning of the school year if they turn five years of age on or before 31 July that year. The enrolment of eligible children in kindergarten commences within the first week of each school year. Documentation providing proof of local enrolment residency as well as proof of age, such as birth certificate or passport is required on enrolment. Immunisation details also need to be provided.

4. A **Placement Panel** will be formed each year comprising the Principal, a K/1 Assistant Principal and a School Council Representative. This committee will meet to consider non-local enrolment applications as required. The School Education Director may be consulted

regarding enrolment issues. Enrolment applications for children living outside the school's designated local intake area will only be considered when there are places available in the school over the likely local area enrolments and buffer. The child's designated local school must release this enrolment.

5. A **Non-local Enrolment Application Form** is available from the school office for parents/carers to complete. **Non-local placements** will be considered by the Placement Panel. A **Waiting List** may be established for non-local students to fill vacancies that occur during the year.

Factors that may be considered when enrolling non-local students include, in priority order:

1. Compassionate or medical circumstances
2. Siblings currently enrolled at the school
3. Proximity and access to the school
4. Structure and organisation of the school
5. Permanent teaching staff members' children
6. Parents working at North Shore Hospital or Greenwich Hospital
7. Student safety and supervision before and after school

6. **Early entry to school** for students who are determined to be intellectually gifted may be appropriate to meet the student's educational, social and emotional needs. A comprehensive evaluation by the school counsellor will be required.. See DEC guidelines on Early Entry for further information.

7. Where **students are transferring from another school** to Greenwich PS the parent/carers, must complete an *Application to Enrol in a NSW Government School* and must declare any information that will help the school facilitate the smooth transition of the student to the school.

8. When students with **special educational needs** or a disability present for enrolment it is the responsibility of the Principal, in conjunction with parents/carers and DEC special education consultants to ensure that an appraisal of the students' educational and support needs is been carried out prior to enrolment taking place. Depending on the level of support required, or the specialist nature of that support, enrolment can occur at the school following the provision of necessary support. Enrolment in alternative locations with specialist classes may also be an option.

9. The Principal must sign off on the *Application to Enrol* before a student can commence at the school.

10. **Mobility** is a consideration for the school, with students enrolling and leaving the school during the school year. Causes for this mobility include the changing demographic of the suburb, temporary visa holders and international students. This mobility factor needs to be considered when implementing this policy.

Greenwich Public School

Greenwich Road Campus - 72a Greenwich Road Greenwich NSW 2065 T 9436 3731 F 9906 4120 E greenwich2-p.school@det.nsw.edu.au

Kingslangley Road Campus - 32 Kingslangley Road Greenwich NSW 2065 T 9436 3217 F 9906 6437 E greenwich-p.school@det.nsw.edu.au

W www.greenwich-p.schools@det.nsw.edu.au

11. Overseas visitors or tourists (eg students on holidays visiting relatives) to Australia will not be accepted for short term enrolment to the school.

12. International students are welcomed into New South Wales schools. Non-Australian citizens, including residents, temporary residents and visitors, may enrol in NSW government schools, subject to certain conditions. Students must hold a valid visa and must meet the specific travel, entry and residency conditions of the Department of Immigration and Multicultural Affairs. In some cases a fee must be paid to NSW Department of Education and Communities. Please contact the Unit on +61 2 8289 4777 or call in to 827-839 George St Sydney for details. For further information visit the website www.decinternational.nsw.edu.au

FURTHER INFORMATION

Further information regarding policies and procedures applicable to the enrolment of children in government schools are set out in *Enrolment of Students in Government Schools: A Summary and Consolidation of Policy* available through the 'Policies' section of the Department and Communities website www.dec.nsw.gov.au

Greenwich Public School

Greenwich Road Campus - 72a Greenwich Road Greenwich NSW 2065 T 9436 3731 F 9906 4120 E greenwich2-p.school@det.nsw.edu.au

Kingslanglely Road Campus - 32 Kingslanglely Road Greenwich NSW 2065 T 9436 3217 F 9906 6437 E greenwich-p.school@det.nsw.edu.au

W www.greenwich-p.schools@det.nsw.edu.au