Enrolment Policy
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This policy has been developed in accordance with the Department of Education and Communities document Enrolment of Students in Government Schools: A Summary and Consolidation of Policy. It contains the general principles and procedures by which students will be enrolled at Windsor Park Public School.

1.0 Enrolment Ceiling
The school has an enrolment ceiling, based on permanent accommodation of 10 mainstream classrooms, 3 special education classrooms and a 2 classroom MDR facility.

The enrolment ceiling has been calculated with reference to the school staffing formula and includes a 7% buffer to accommodate local students arriving throughout the school year. The preferred class sizes are:

- Kindergarten  (20)
- Year 1         (22)
- Year 2         (26)
- Year 3-6 classes  (30)
- Support Class IS (6)
- Support Class MC (10)

In general, the school cannot accept non-local student enrolments.

2.0 Enrolment Panel
The school Enrolment Panel consists of the Principal, the School Administrative Manager, an Assistant Principal and a nominee of the Windsor Park Public School Parents and Citizens Association. The Principal, who will have a casting vote, will chair the Enrolment Panel.
2.1 Criteria for Non-Local Enrolment (Out of Area)
Non-local enrolment applicants will be considered only on the basis of the following:

- Siblings already enrolled at the school
- Medical reasons
- Safety and the supervision of the student before and after school
- Compassionate circumstances
- Students wishing to transfer from a non-government school.

It is the belief of the Windsor Park Public School community that adjacent government schools must not be played one against the other in the enrolment of students.

2.2 Waiting Lists for Applicants for Non-Local Enrolment (Out of Area)
Where non-local enrolment requests exceed available places, prospective students not accepted for enrolment will be placed on a waiting list. The Placement Panel will determine the order of students on the waiting list.

2.3 Appeals.
Where a parent wishes to appeal against the decision of the Placement Panel, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved, it may be referred to the School Education Director to determine if the stated criteria have been fairly applied.

3.0 Enrolment of Kindergarten students
Children may be enrolled in Kindergarten at the beginning of the school year if they turn five years of age by June of that year. Original and appropriate documentation providing proof of age is required (e.g. Birth Certificate). Enquiries for Kindergarten enrolment may be made during school hours. Applications for enrolment will be accepted from the commencement of Term 2 of the year prior to enrolment. An orientation will be conducted in October with a four week transition program in November of the year prior to enrolment.

Whist it is desirable that students commence school at the beginning of the school year; parents who choose to enrol eligible children after the beginning of the school year may do so up to the end of Term 2.

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child’s immunisation status on enrolment at school. Parents have the right of not having their children immunised. However, in the event of an outbreak of a vaccine preventable disease, non-immunised children will be required to remain at home for the duration of the outbreak.

3.1 Early Enrolment of Students who are considered to be Gifted and Talented
When a student is being considered for early enrolment in Kindergarten, the school will carry out a comprehensive evaluation of the intellectual functioning, academic skills and social-emotional adjustment of the prospective student. This will be carried out by the Principal, an experienced early childhood educator and, if needed, the school counsellor. Input from the student’s parents and the child’s pre-school setting will be sought.

A review of current research reveals a consensus that, for successful outcomes, a child should be within 6 months of approved entry age.
4.0 Enrolment of Students with Special needs
Enrolment applications for students with special needs will be considered within the context of the school’s capacity to meet those needs, specifically through:

- Availability of funding, specialist teachers and consultancy services
- Modification of buildings and/or facilities
- Provision of specialist equipment
- Access to special transport services

The decision to enrol a student with a disability, and with what level of support, will depend on a number of factors including the student’s educational needs, the expressed desires of the parents and caregivers, the capacity of the school to provide the above support services and the availability of appropriate support services in alternative locations.

An appraisal of the student’s needs is carried out by the Principal, in consultation with the parents and caregivers, the school counsellor, the relevant district special education support staff and other educational, health or medical professionals as determined appropriate.

5.0 Enrolment of Non-Australian Citizens
Non-Australian citizens will be enrolled in accordance with the procedures set out in Enrolment of Students in Government Schools: A Summary and Consolidation of Policy.

6.0 Transfer Applications
Students transferring from another NSW Government school will be required to provide a relevant Student Transfer Certificate. If it is not provided the school will immediately seek such a certificate from the student’s last known Government school attended.

7.0 Short Term Attendance
Students will be accepted for short term enrolment for reasons such as parents visiting the locality for a brief period. Short term enrolments will not exceed one term.

8.0 Home Schooling
A parent of a child may apply in writing to the Minister for Education and Communities for registration of the child for home schooling.

A Board of Studies inspector or other authorised person will recommend to the Minister to register, or not, a child for home schooling.

9.0 Refusal of Enrolment
The Principal may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learnt the appropriate skills to manage this behaviour.