



Bradbury Public School

School Enrolment Policy

BRADBURY PUBLIC SCHOOL- DEPARTMENT PROCEDURES

Bradbury Public School Enrolment Policy is based on the current policy of the NSW Department of Education - Enrolment of Students in Government Schools (August 1997).

The legislation requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home schooling. It is the duty of the parent or carer to ensure that these obligations are fulfilled.

Bradbury Public School is committed to being a local Public Primary School catering for the students in the local area. Enrolment of students will be in accordance with DoE policy.

GUIDELINES:

- All students will be enrolled in the name that is stated on the child's birth certificate or passport unless the conditions stated in the Family Law Guidelines can be applied.
- The school will seek evidence of the student's age and name before enrolment through a Birth Certificate or passport.
- 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 school only at any given time.
- Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.
- Parents may seek to enrol their child in the school of their choice.
- School local areas are determined by the Department of School Education.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- Schools are required to have a written policy, which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- The decision on where to enrol a student, and with what level of support, will depend on a number of factors, including a student's educational needs, wishes of parents and



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caregivers, capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

Enrolment Ceilings

Each school will establish an enrolment ceiling, based on available permanent accommodation. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements.

When spare accommodation exists, except for enrolments at the commencement of the school year, non-local placements must not generate demand for extra staff or create disruption to school routine.

Local Enrolment

Students who reside within the Department of Education (DoE) designated drawing area for Bradbury Public School are accepted for enrolment.

The school will seek evidence demonstrating local resident status through the provision of current original documents. These are:

- Property ownership or tenancy documents in the name of the applicant's parent/carer eg rate notice or tenancy agreement of 6 months or more.
- 2 utility account statements (water, electricity, telephone, gas) displaying the name and local address of the applicant's parent/carer.
- The school will seek documentary evidence of guardianship where applicable.
- Visa status of non-Australian citizens will be checked with regard to fees necessary to be paid to the Government (Temporary Resident Visa Unit).

Supporting Documents

The following documentation is required prior to enrolment:

- Rental-agreement and bond receipt, rate notice, water, gas, electricity account with current address within the school boundary,
- Child's birth certificate or passport and visa if born overseas,
- Child's immunization certificate,
- Any custody papers or court orders if applicable



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Additional/ Supporting Information

- At Bradbury Public School we reserve the right to ask parents to provide further information and signed Statutory Declaration to support a non-local enrolment. Providing as much information as possible is always advised. Medical information, local address of carers etc.

Non-Local Enrolment

Parents or caregivers reserve the right to apply for non-local placement of their child. When demand for non-local placement exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The placement panel consists of Principal, Deputy Principal and a parent representative as nominated by the P&C.

The Parent and Community Association are consulted about the Enrolment policy on an annual basis and they have decided that at Bradbury Public, the placement panel will consist of school staff, with parent consultation about criteria for non-local enrolments.

In assessing applications, the panel will only consider matters presented on the application form. The application should be supported by reasons for consideration by the school's Placement Panel.

The principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they request it.

Criteria for Non-Local Enrolment

Preference is given to students who have siblings at Bradbury Public School if space permits.

Other criteria includes (but not in priority order):

- Medical reasons
- Safety and supervision of students before and/or after school.
- Compassionate circumstances.
- Proximity and access to school.

Further criteria from the Enrolment of Students in Government Schools policy 1997v

- Structure and organisation of the school.
- Special interests and abilities



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Waiting Lists

- A waiting list for non-local applicants may be established based on the criteria above and parents will be advised if their child is to be placed on the list.
- Waiting lists will reflect realistic expectations of potential vacancies and are current for one year only.

Appeals

- Appeals may be made in writing to the Principal. Appeals can only be made with regards to following due processes outlined previously. The principal will seek to resolve the matter.
- If the matter is not resolved at local level, the Director will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly

Bradbury Opportunity Class

The Opportunity class caters for highly achieving Year 5 and Year 6 academically gifted students.

Parents normally apply when students are in Year 4. Students who are placed then attend the opportunity class full time in Years 5 and 6.

How to apply

Year 4 parents wishing to have their children considered for OC placement, should consult their school principal.

Bradbury Support Unit

Bradbury Public School has 3 Autism Support Units K-6.

How to apply

Applications for placement are through the Access Request process. An Access Request is usually arranged by the school learning and support team at the local public school, but can also be organised through the local Educational Services team if a child is not yet enrolled. Please contact the school on 46252271 for more information.

Short Term and Part Time Attendance

- For a variety of reasons, a student may be enrolled for a short time at a school. The students will remain enrolled at the home school. When a student is attending a



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specialised program at another school, such as classes for behaviour or emotional disorder or a hospital school, he /she will remain enrolled at the home school.

For additional information, please refer to:

- Enrolment of Students in Government Schools August 1997
- Our School Feeder area
- Family Law Related Issues in Schools and TAFE NSW
- Legal Bulletin 43 Enrolment of Students in Government Schools
- Legal Bulletin 40 Collection, use and disclosure of information about students with a history of violence