



Upper Lansdowne PS Enrolment Policy:

is based on New South Wales Department of Education ("NSW DoE") guidance set out in Enrolment of Students in Government Schools: A Summary and Consolidation of Policy

<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools-a-summary-and-consolidation-of-policy>

Introduction

- Any child between the ages of **six** and **seventeen** is required to be enrolled at a government, registered non-government school or training, and is to attend each day that instruction is provided or to be registered for home schooling.
- It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

General Principles Governing Enrolment

- A student is considered to be enrolled when he or she is placed on the admission register of a school. 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.
- Upper Lansdowne Public School's intake area is determined by the NSW Department of Education and Communities, the Properties Directorate and the School Education Director.
- A map of the intake area is appears in this document.
- No person will be discriminated against enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.
- Kindergarten enrolment applications for the following year are accepted at any time throughout the school term.

Local Enrolment Applications

- A student whose address falls within the designated intake area will be entitled to enrol at Upper Lansdowne Public School in accordance with the policies of the NSW Department of Education and Communities.
- Proof of residence is required to substantiate the application.
- The school must sight original documentation of either Council Land Rates or Rental Lease Agreements. Two other documents must also be provided - Water rates, Gas account, Electricity account or Medicare account are the acceptable forms of documentation.
- All documents must be in the parent/s name and will be confirmed by the school.
- Children may enrol for Kindergarten if they turn five years of age on or before 31 July in that year. Original documentation providing proof of age is required. Either birth certificate or passport can be used to provide this information. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.
- All parents enrolling children must produce a proof of immunisation status. Parents can find out more by reading the NSW HEALTH guidelines regarding procedures for a child who is not immunised.
- An interview with the Principal or delegated staff member will be held with all new enrolments.
- A checklist form will be completed during the interview to determine any special needs including ESL and funding support for disabilities.



Non-Local Enrolments

Applications for non-local enrolments will be considered only when there are places available in the school depending on the enrolment ceiling.

Parents must complete an application for non-local enrolment and submit this to the school. Contact will be made with all non-local applicants to obtain further information if required.

The criteria for selection amongst non-local enrolment applications include the following factors (not listed in any priority order):

- Availability of appropriate staff and permanent classroom accommodation
- Proximity and access to the School
- Siblings already enrolled at the School
- Parent works within the School's designated local intake area
- Medical reasons
- Safety and supervision of the student before and after school
- Availability of subjects or combinations of subjects
- Special interests and abilities compatible with the School's educational philosophies and programs
- Compassionate circumstances
- Structure and organisation of the school
- Student welfare needs

Criteria will be applied equitably to all applicants.

Enrolment Ceiling

Upper Lansdowne Public School has an established enrolment ceiling in regards to being able to offer enrolments to Non-Local Enrolments, based on available permanent accommodation.

Waiting Lists

A waiting list will be established for non – local students.

All applications received will be dated and numbered. This will be used when considering non local area applications.

Parents will be advised by telephone and confirmed in writing of the outcome of their application. Parents will be informed if their child is to be placed on a waiting list and his/her position on the list. Waiting lists are current for one calendar year only.

Enrolment of Non –Australian Citizens

- Non - Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).
- Non – Australian citizens holding a temporary visa are subject to specific enrolment conditions. It is a requirement of Upper Lansdowne Public School that all enrolments of students on temporary visas are to seek authorisation via the Temporary Visa Holders Unit. Approval by the unit and sighting of original documentation must be submitted with the application to enrol.
- Non – Australian citizens seeking enrolment at Upper Lansdowne Public School will be required to follow the guidelines for both local and non-local enrolments set out in this policy.
- Policy reviewed September 2017.
- Further Information Further information regarding policies and procedures applicable to the enrolment of children in government school are set out in *Enrolment of Students in Government*

Schools: A Summary and Consolidation of Policy available through the “Our Policies” section of the New South Wales Department of Education’s web site <https://www.det.nsw.edu.au>

Kindergarten Enrolment

- Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year.
- Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. The enrolment of eligible children in the Kindergarten year commences within the first week of the school year.
- Whilst it is the intention that children be enrolled at the beginning of the 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.
- After the end of Term 2, only students on transfer and children reaching the statutory age of six years will be enrolled in Kindergarten.
- Parents are required to provide documented evidence of a child’s immunisation status on enrolment.
- Parents have the right of not having their children immunised. However, in accordance with applicable legislation and New South Wales Department of Education and Training policies, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.

Early Enrolment of Gifted and Talented Students

- Schools have a responsibility to provide a range of opportunities for their gifted and talented students.
- The Principal may decide that early entry to school of a student who is intellectually gifted and talented is appropriate to meet the student’s educational, social and emotional needs.
- When a student is being considered for early enrolment in Kindergarten, the School will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This will be undertaken by the school counsellor and may incorporate advice from registered psychologists. Input from the student’s parents will also be considered.
- It should be noted that a review of current research reveals a consensus that, for successful outcomes, a child should be within 6 months of approved entry age.

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 specialised equipment; and
- 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 and 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, will be carried out by the Principal, in consultation with parents and caregivers, the school counsellor, relevant district special education support staff and other educational, health or medical professionals as determined appropriate.

UPPER LANSDOWNE PUBLIC SCHOOL

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BOUNDARIES FOR UPPER LANSDOWNE PUBLIC SCHOOL APRIL 2017

- Starting at Cnr Upper Lansdowne Road and Yarrat Road (Where MidCoast Council has erected sign "Upper Lansdowne")
- Travelling north west to Upper Lansdowne school along Upper Lansdowne Road turn right into Central Lansdowne Road until you reach Salters Road
- Continue to travel north west to the fork intersection, Mt Coxcomb Road/Koppin Yarrat Road, veer left to travel onto Mt Coxcomb road to the end
- Veer to the right to travel onto Koppin Yarrat Road to Slaters Road

Please note: All roads and lanes within these boundaries are included in the zone for Upper Lansdowne PS.

However - An Egghins coaster (approx. 36 seater) travels north-west from **Yarrat Road** along **Upper Lansdowne Road** turns **right at Central Lansdowne Road**, turning into other roads along Central Lansdowne Road **transporting** students to **Lansdowne Public School** which are geographically closer to Upper Lansdowne PS and should be zoned to attend Upper Lansdowne Public School.

