



Alstonville Public School Enrolment Procedures

Purpose: Alstonville Public School is a NSW government school which provides high quality education to school aged children from Kindergarten to Year 6. Children who are aged 5 before 31 July may enrol in a government school. The Enrolment of Students in Government Schools: A Summary and Consolidation of Policy contains the general principles and procedures of enrolment.

DoE Policy	School Procedures
<p>All children who reside in the intake zones for APS will be enrolled. A child is not considered enrolled until he / she has been placed on the enrolment register. The acceptance of an enrolment form is not a guarantee of enrolment. Students may only be enrolled at one school at a time.</p> <p>Parents must provide proof of residential address to support applications for local enrolment.</p>	<p>APS will enrol all children who reside within the intake zone for the school. The factors listed below will be addressed if necessary:</p> <ul style="list-style-type: none"> • The school's capacity to meet individual's needs; • The level of support available to assist the school to meet his/her needs; • More specialised support services available at alternative locations • Modifications and adjustments necessary for physical access
<p>The school is committed to the inclusion of students with diverse abilities and will establish prior to enrolment that the school has the capacity to meet each child's needs.</p> <p>The enrolment of children will be in the context of the child's best interests and in accordance with the Disability Discrimination Act and Disability Standards.</p>	<p>In order to ensure enrolling student's needs are established and can be met prior to enrolment, parents of children with particular needs are required to:</p> <ul style="list-style-type: none"> • Attend a meeting with the Principal • Provide all professional assessments and reports • Provide information about prior schooling history • Work together to complete all necessary personalised learning plans and requests for additional funding, equipment, applications for additional support in the classroom/playground/excursions • Participate in the preparation of submissions for external agency support, information and resources

	<ul style="list-style-type: none"> • Detailed information from previous schools will be requested by the Principal
Where the school is not at capacity the Learning and Support Team will review all applications for out of zone enrolments and make decisions based on the criteria outlined in this policy. Parents must provide proof of residential address to support applications for local enrolment.	<p>The criteria for accepting non-local enrolments are:</p> <ul style="list-style-type: none"> • As endorsed or requested by the Director Educational Leadership • State exam OC Class student selection • Siblings of OC students • Siblings of students (2018 only) • FACS advice or direction • Court Orders • Availability of vacancies in grades • Disability needs which can be better met at APS eg: use of the lift • Urgent / extenuating family circumstances • Proximity and access to school, safety and care of students outside of school hours • Children of staff where no other care exists beyond the school • Custody provisions where APS is the central drop off point point between each parents residential address when at distance
Anticipated local demand and permanent classroom accommodation are the key factors in determining enrolment levels.	Current permanent accommodation allows for an enrolment ceiling of 450 students or 15 permanent classrooms. A buffer of 1 child in each grade level will cater for local enrolments. No non local places can be offered where the demand out numbers the space in permanent buildings. Demountable classrooms are not considered by the Department of Education to be permanent buildings and therefore cannot be used to accommodate non local enrolments.
Transfers from neighboring schools are accepted on the basis of the best interests of the student and the availability of places.	The enrolment of students transferring from nearby schools will only be accepted after discussion and agreement between the principals of both schools that the transfer is in the best interest of the student and the current school and where the Principal requests the student be enrolled at APS.