



## Kingscliff Public School Enrolment Policy Update 29/8/19

Students are entitled to be enrolled at the government school that is designated for the intake area within which the student's home is situated and that the child is eligible to attend.

This policy has been developed in accordance with the NSW Department of Education 'Enrolment of Students in Government Schools Summary and Consolidation of Policy 1997'. The school has set an enrolment number ceiling to cater for local demand and to seek to ensure that every eligible local student has a place for enrolment.

### Local Area

This is the area from which students have been historically drawn from and the zoning identified for enrolment. The zoned area is described as:-

- Southern boundary - the junction of Daniella Dr in North Casuarina and the Tweed Coast Rd.
- Kingscliff town boundaries to Chinderah and as bounded by and to the eastern side of the Pacific Highway (e.g. Wommin Bay overpass) and McKissock Dr.
- Western boundary - identified as the Tweed Coast Rd from the Pacific Highway connection through to the joining of Daniella Dr to the south at North Casuarina.
- All areas within those boundaries are the Local Area – zoned for Kingscliff Public School.

See School Zone at  
<https://education.nsw.gov.au/school-finder>.

Non-local enrolments will be accepted based on assessment against the criteria specified below and the availability of permanent classroom accommodation.

A separate application form is required if parents seek non- local enrolment.

### Enrolment Cap

The enrolment cap for this school is: **578**

The school is scheduled for a rebuild 2019-2021, this is an interim cap until our new school is completed. Kingscliff PS currently has eleven permanent classrooms, and fourteen demountable. We currently have 620 students, which is **OVER** our cap.

As a result, we cannot accommodate non local enrolments, unless under exceptional circumstances.

### Enrolment Buffer

Kingscliff PS currently does not have a buffer, as we are above our cap. However, we will accept **all local enrolments**.

When KPS is below the cap, a buffer will be determined to accommodate local students arriving throughout the year. Places in the buffer cannot be offered to non-local students.



- (a) All local enrolments will be accepted, pending proof of residence (100 point check) and communication with their previous school.
- (b) Non-local Applications will be encouraged to return to their local school to determine whether movement can be avoided.
- (c) A waiting list will be established for non-local enrolments consistent with DET guidelines and will lapse after one year. **NOTE: 2019 – 2021 no waiting list.**

No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements.

## **Non-local enrolment**

*Kingscliff Public School is currently closed to non-local enrolments*, except for exceptional circumstances.

In the future, where non-local placements exceed availability of positions, the school has established, a placement panel to consider and make recommendations on all non-local enrolment applications. The panel will convene as required. It will include the Deputy Principal and the School Administrative manager.

A written application on the Non-local Enrolment application form must be completed addressing the following criteria. (see attached)

### Non-local enrolment criteria (Not in any order of priority)

- Siblings: Other siblings already enrolled at the school, previously were in area.
- Medical reasons e.g., Access to specialist local medical services
- Disability e.g. Wheelchair access
- Compassionate (exceptional circumstances)
- Proximity and access to the school
- Other: please explain

When addressing the criteria, it should be clear and concise and specifically prove the case for enrolment of the student, to the placement panel. The panel will evaluate the application and make a recommendation to accept or reject the application based against the criteria.

Appropriate documentation relating to the criteria should be included as the placement panel will base their decision on this information.

## **Waiting Lists for Non-local students**

In the future, waiting lists may be established. These will be current for one year.

## **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 cannot be resolved, it will be referred to the Director, Public Schools for a determination.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

## **Enrolment of Students with Special Learning Needs**

The Department of Education provides a range of services and resources to support the education of students with disabilities. These include:

- Targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes
- Special classes within some regular schools
- Special schools
- Modifications to buildings to facilitate access
- Provisions for specialised equipment and technology
- Special transport services

When considering the enrolment of students with a disability, all of these provisions should be considered.

## **Enhanced Enrolment Procedures**

The Principal may need to implement a negotiated part time attendance plan to support a child's transition into the school. It may allow time for support structures to be implemented for ease of transition. Supports may include physical, medical, social and emotional. A negotiated attendance plan must be agreed to by the Director, Public Schools before the plan is put in place.

## NON- LOCAL ENROLMENT APPLICATION AT A NSW GOVERNMENT SCHOOL

*Please read the information and Privacy Statement on this page before completing this form.*

**Section A- Student information**

Student's family name \_\_\_\_\_ Date of birth \_\_\_ / \_\_\_ / \_\_\_

Student's given name \_\_\_\_\_ Male  Female

Student's address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Name of parent/carer \_\_\_\_\_

Phone contact numbers Work \_\_\_\_\_ Home \_\_\_\_\_  
Mobile \_\_\_\_\_

Student's current school \_\_\_\_\_

Grade that student is currently in (pre-school or K-6) \_\_\_\_\_

**Section B – Placement at your local government school**

The designated local school for your child is:

\_\_\_\_\_

*Please tick this box if you have another child enrolled at this school*

**Mandatory:** Please note this section must be completed before consideration can be given to the enrolment of your child at Kingscliff Public School

I have discussed enrolment at my local school \_\_\_\_\_ Public School  
where I spoke to \_\_\_\_\_ on the \_\_\_ / \_\_\_ / \_\_\_ and whose position  
at the school is  *Principal*  *Ass. Principal*

I have also applied to enroll my child at the following non-local school:

\_\_\_\_\_

Signature of parent/carer \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

**PRIVACY STATEMENT**

The personal information provided on this form entitled is being collected for the purpose of coordinating potential enrolments applications in NSW Government Schools. It will be used by staff of the Department of Education for general student administration and communication and for other matters relating to the coordination of potential enrolment applications. The information provided on this form may be disclosed to other schools. While the provision of this information is voluntary, if you do not provide all or any of this information it may limit the Department's ability to promptly assist you in coordinating your child's future application for enrolment in a NSW government school. This information will be stored securely. You may access or correct any personal information provided by contacting the school.

Reasons for wishing to attend non-local school (Please tick appropriate box and address criteria below)

**CRITERIA**

- Medical reasons
- Disability
- Siblings at this school
- Compassionate
- Proximity and access to the school
- Safety and supervision of the student before and after school

Reasons:

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*If necessary, you may attach additional information in support of your request*