

Enrolment Procedures



Bulahdelah Central School

Reviewed February 2017

Enrolment Procedures

Introduction:

Bulahdelah Central School's enrolment procedures are followed for all students wishing to enrol at Bulahdelah Central School who are entering Kindergarten, Primary or Secondary education for the first time, transferring or re-entering to complete a credential under pathways. These procedures also cover temporary attendance.

Bulahdelah is in a unique situation because of its Kindergarten to Year 12 nature.

The enrolment process acts as a legal requirement for new students. It is also an induction process that when complete familiarises all students with school procedures and enables the student to participate fully in day to day attendance at the school.

These procedures are drawn from but cannot override the Department of Education (DoE) policies, documents and related information on the enrolment of students in NSW Public Schools.

DoE Policy Document

Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy - 31 August 1997

Initial Enrolment

Parents of students who wish to start education at Bulahdelah Central School should refer to the drawing area boundaries. These are different for our Primary Department and our Secondary Department. Our Secondary Department takes in some or all of the drawing areas of our partner Primary Schools:

- Booral Public School
- Bungwahl Public School
- Coolongolook Public School
- Tea Gardens Public School.

Students moving from one of these partner Primary Schools need to complete an ***Expression of interest for placement in Year 7 application*** when they are in Year 6. Details are distributed to all Year 6 students and parents when the materials are made available from DoE.

Note: Students may enrol at a public school at the beginning of the year provided that they obtain the age of five years by 31st July that year.

General enrolments will be accepted at any time during the school year. Parents will be required to complete a Department of Education application for enrolment.

Verification of Local Residency

For a student to be enrolled as a local placement, parents will be asked to provide 100 points as per the attached sheet which includes proof of residency that they live in the local area and that the child being enrolled also lives in the local area.

Transfer: Students transferring to Bulahdelah Central School must provide documentary proof that they are free to enrol in the way of ***A certificate of transfer*** issued by the student's previous government school. Students cannot maintain permanent enrolment in two schools at the same time.

Placement Panel

A school Placement Panel will consider non-local enrolment applications. The Panel consists of the Principal, Deputy Principal/Assistant Principal and a representative nominated by the Parents and Citizens Association.

Enrolment Procedures

Local Students

Local students are those students whose primary residence is located within the school's drawing area. Parents should contact the school to clarify this boundary line and note this varies for Primary and Secondary students.

This school's local area is determined by the Department of Education (DoE). In accordance with the Education Reform Act 1990 this school will seek to ensure that every eligible local child will have a place at Bulahdelah Central School if he or she chooses to enrol.

Non-Local Students

Students whose primary residence is located outside the Bulahdelah Central School's drawing area may apply for non-local enrolment (see attached application). These students may, under certain circumstances, be allowed to enrol when the school has a vacancy for non-local enrolment and the student's circumstances meet these procedures exceptional criteria list.

The Department of Education (DoE) states that *"No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements"* (Page 8).

The DoE also states that they will not provide additional staffing resources required from non-local enrolments. As such additional classes will not be formed due to non-local enrolments and any successful non-local application will need to be able to be placed in a class already formed.

Parents may appeal an unsuccessful application for non-local enrolment decision of the Placement Panel by way of a written submission to the Principal. If this process fails to resolve the problem the matter is then referred to the Director, Public Schools NSW, Great Lakes. Forster Office: (02) 6591 7600

Criteria for Non-Local Enrolment Applications

It is the decision of the *Enrolment Panel and P&C* that **commitment to learning is the most significant criteria when applications for non-local placements are considered.**

If accommodation and staff are available, other significant criteria for non-local enrolment (not in priority order) will be:

- Siblings currently attending Bulahdelah Central School.
- Physical, emotional and medical needs related to a student's wellbeing.
- Safety and supervision of student before and after school.
- Compassionate circumstances.
- Attendance at a partner primary school (for enrolment into Year 7 only)
- Proximity and access to the school.

Waiting List

A waiting list will be established for non-local students seeking placement at Bulahdelah Central School. This list will be current for 1 year.

Enrolment of Students with Special Considerations

1. Enrolment of Students with Special Needs

Enrolment of students with special learning needs will be undertaken in collaboration with parents, carers, school and appropriate DoE personnel to consider the full range of options available to meet the student's learning needs.

Enrolment of students with disabilities will be considered after input from parents, school staff, district appropriate DEC staff and other professionals, in line with the policy, *"Enrolment of Children with Disabilities"* (Memorandum 88/107).

Enrolment Procedures

2. Enrolment of Non-Australian Citizens

Non-Australian students must hold a visa, and may be enrolled under conditions set out in the booklet *“Conditions for Enrolment of Non-Australian Citizens in NSW Government Schools”*. Temporary residents may be enrolled for the period specified on the visa.

International students studying in NSW may enrol their school aged dependants.

Students on a Visitor’s Visa may enrol for a maximum of three months, but must arrange their enrolment through the International Students Centre (Ph. 02 9561 8209 or fax 02 9561 8613).

DoE approved Student Exchange organisations e.g. Rotary Youth Exchange may also apply for enrolment as an exchange student.

3. Enrolment in Distance Education

Distance Education can be provided for students whose special circumstances prevent them from attending school on a regular basis. Single subject programs are provided for students in subjects not offered at the school. Strict special conditions apply to these enrolments. Refer *“Distance Education: Categories and Procedural Guidelines for Enrolment”*.

4. Short Term and Part Time Attendance

For a variety of reasons a student may be enrolled for a short time at school. The student will remain enrolled at the home school and the host school will send a record of attendance to the home school at the end of the stay or at the end of each term.

When a student is attending a 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.

Further Information is available from the NSW Public Schools website

<http://www.schools.nsw.edu.au/>

Going to a Public School

<http://www.schools.nsw.edu.au/gotoschool/>

Application to enrol in a NSW government school

<http://www.schools.nsw.edu.au/languagesupport/documents/enrol/application.php>

Ceiling and Buffers

Department of Education Policy and requirements stipulates that all schools have an maximum enrolment number that cannot be exceeded (known as the ceiling) and a point where no out of zone (non-local) enrolment applications can be accepted (known as the buffer). This is regardless of circumstances and to ensure adequate places are available for families and students moving into the local area.

Primary:	Enrolment Ceiling:	129	
	Buffer:	10	
Secondary:	Enrolment Ceiling:	350	(Years 7 to 10 ceiling is 60 per year)
	Buffer:	25	(Buffer for Years 7 to 10 is 4 per year)

Enrolment Procedures

100 Point Identification Residential Address

To process your application we require documentation to verify your residential address.

General Guidelines:

- All documents **MUST** be in the name of the enrolling parent/carer
- At least **ONE Category A** document is required
- A copy of the original documents is accepted (Documents printed off the Internet are not acceptable)
- All documents must be current (dated within the last 3 months)
- Personal references are not considered.

	Documentation	Points (Office Use Only)
Category A 50 points	<ul style="list-style-type: none"><input type="checkbox"/> Electricity bill<input type="checkbox"/> Gas bill<input type="checkbox"/> Water rates<input type="checkbox"/> Telephone (not mobile)<input type="checkbox"/> Land rates<input type="checkbox"/> Proof of purchase of residential property<input type="checkbox"/> Current lease – (must be 12 month lease)<input type="checkbox"/> Centrelink<input type="checkbox"/> Electoral Roll	
Category B 30 points	<ul style="list-style-type: none"><input type="checkbox"/> Drivers licence<input type="checkbox"/> Motor Vehicle / Marine Vessel / Trailer documents (Registration / Insurance)<input type="checkbox"/> Bank account<input type="checkbox"/> Mobile phone account<input type="checkbox"/> Union membership<input type="checkbox"/> Superannuation documents<input type="checkbox"/> Life Insurance documents<input type="checkbox"/> Medical accounts	
Category C 10 points	<ul style="list-style-type: none"><input type="checkbox"/> Post office – Mail redirection<input type="checkbox"/> Retail purchase<input type="checkbox"/> Statutory declaration	

Enrolment Procedures

Non Local Enrolment Application ~ High School

Student Name: _____

Year: _____ Date of Birth: _____

Current School: _____

Parent / Guardian Name: _____

Address: _____

Phone Number: _____

Introduction

This application must be completed by students seeking enrolment at Bulahdelah Central School, but living outside the following boundaries and areas. Students who qualify as local enrolments are defined as residing permanently, with their parents/ guardian / primary care giver, within our local area.

Correspondence/payment advice from Department of Human Services/Centrelink/Family Assistance maybe required to verify the living arrangements if student is not living with parent(s).

To the North:

Wang Wauk River (Pacific Hwy Bridge)

To the West:

Bucketts Way (Between 1km south of Allworth to Alderley Creek in the north). Includes area to west of Booral to Mt Ebsworth

To the South/South West:

Eastern shore of North Arm Cove to Bulga Creek. Bulga Creek – Pacific Hwy intersection.
Branch River/Karuah River Intersection

To the East/North East:

Wattley Hill Road/Lakes Way Intersection

Enrolment Ceiling: 350 (Years 7 to 10 ceiling is 60 per year)

Buffer: 25 (Buffer for Years 7 to 10 is 4 per year)

Criteria for Non-Local Enrolment

Applicants will be ranked on how well they address the criteria. Successfully addressing more than one criterion is beneficial. Applicants may wish to supply additional information and documents. Information will be verified with current/previous school and outside institutions.

Criteria

1. Evidence of a positive disposition to learning and satisfactory participation in learning.

Enrolment Procedures

Non Local Enrolment Application ~ Primary

Student Name: _____

Year: _____ Date of Birth: _____

Current School: _____

Parent / Guardian Name: _____

Address: _____

Phone Number: _____

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Correspondence/payment advice from Department of Human Services/Centrelink/Family Assistance maybe required to verify the living arrangements if student is not living with parent(s).

To the North:

O'Sullivan's Gap (Wootton Way) and Stoney Creek Road (Pacific Hwy).

To the West:

Booral Road (approximately the intersection with Devil's Elbow trail, Devil's Hills)

To the South/South West:

Pacific Hwy (Waterholes Gap)

To the East/North East:

Wattley Hill Road/Lakes Way Intersection

Enrolment Ceiling: 129

Buffer: 10

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