

## **HORNSBY NORTH PUBLIC SCHOOL ENROLMENT POLICY**

### *Enrolling in Hornsby North Public School*

All students entitled to enrol in a NSW public school and who live in the Hornsby North Public School (HNPS) designated drawing area will be entitled to enrol at HNPS.

No student enrolled in another public school will be entitled to enrol at HNPS unless there is a transfer form from the former school.

Students who live outside the designated drawing area may apply for enrolment at HNPS but may be denied a place should the school's total enrolment be above the out of area ceiling. When the requests for non-local placements exceeds availability of positions and when there are a number of requests made together the Principal will convene a placement panel to rule on the issue. This will consist of the executive staff and a representative of the P&C.

Parents who wish to transfer their child from a neighbouring school due to perceived problem and who live outside the HNPS drawing area will need to discuss the issue with both Principals prior to enrolment. Often the best solution to such problems is to resolve the issue at the school the parent wishes to transfer the child from. In cases where this is not possible and where HNPS has not reached the out of area ceiling the child will be enrolled.

Offers of enrolment or denial of enrolment of a student will not be based on gender, race, religion or ethnicity.

### *Students with special needs*

When enrolling a student parents are asked to clarify any special need the child may have. When a specialist's report exists the school should be given a copy if the report relates to a condition, which may affect the child's academic, social or physical development.

In many situations it will be possible to enrol a student with a disability. In such circumstances the school will appraise the student's educational and support needs in consultation with the parents/caregivers and to take into consideration any relevant documentation from medical practitioners, health professionals and educators. Upon enrolment the school will seek to put in place appropriate available support to assist in the education and development of the student.

Students entering kindergarten, who have special needs, may benefit by having a transition program designed for them. This program will be designed for them. This program will be designed by Department of Education and Communities staff in consultation with the parents/caregivers and other relevant personnel such as preschool teachers.

### *Immunisation*

On enrolment school staff will ask to see any documentation, which shows the immunisation history of the child. Where relevant documentation is not produced the student will be enrolled but may be excluded from school should there be an outbreak of a vaccine preventable disease.

### *Age of enrolment*

Students may be enrolled in Kindergarten at the beginning of the year if they turn five years of age on or before 31<sup>st</sup> July in that year. If not being taught in an accepted home education program children must be enrolled by the day they turn six years of age. Because students start new work in their new class at the beginning of the school year, it would be an advantage for your child both socially and educationally, to start school as soon as possible in the new year.

### Non-Australian Citizens

Non-Australian citizens seeking enrolment at Hornsby North Public School must hold a valid visa. For non-Australian citizens who hold visas granting permanent resident status and New Zealand citizens holding a current New Zealand passport education is compulsory between the ages of six and fifteen.

Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions. Further information may be accessed through the International Students' Centre of the Department of Education and Communities – [www.internationalschool.edu.au/trp](http://www.internationalschool.edu.au/trp)

### Early Entry to Kindergarten

Students who are intellectually gifted may be enrolled early into Kindergarten to meet their advanced educational, social and emotional needs. To determine the child's ability and needs the school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment (*Policy and implementation strategies for the Education of Gifted and Talented Students, 2004*). Research suggests that, for successful outcomes to be achieved, the child needs to be within six months of the approved entry age. (*Guidelines for Accelerated Progression, Board of Studies, NSW, 2000, page 23*).

### Related documents and policies

#### *Enrolment of Students in NSW Government Schools*

A summary and consolidation of policies

DEC, 1997

[https://www.det.nsw.edu.au/policies/student\\_admin/enrolment/enrolpol/PD20020006.shtml](https://www.det.nsw.edu.au/policies/student_admin/enrolment/enrolpol/PD20020006.shtml)

#### *Guidelines for Accelerated Progression*

Board of Studies, NSW, 2000

[http://www.boardofstudies.nsw.edu.au/manuals/pdf\\_doc/accelerated\\_guide.pdf](http://www.boardofstudies.nsw.edu.au/manuals/pdf_doc/accelerated_guide.pdf)

#### *Policy and implementation strategies for the Education of Gifted and Talented Students*

DEC, revised 2004

<http://www.curriculumsupport.education.nsw.gov.au/policies/gats/assets/pdf/polimp.pdf>

#### *NSW Public Schools: Immunisation*

<http://www.schools.nsw.edu.au/gotoschool/a-z/immunisation.phpmorandum>

DEC, 2014

#### *NSW Public Schools: Enrolment*

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