

HORNSBY NORTH PUBLIC SCHOOL

ENROLMENT PROCEDURES

AND

CLASS PLACEMENTS

AIMS

To make students and parents feel welcome when enrolling at Hornsby North Public School.

To ensure all Department of Education and Communities regulations concerning placements are followed.

To place students in appropriate classes commensurate with their learning and social needs.

General Guidelines and Procedures for Enrolment

- Students may enrol in Kindergarten if they turn five (5) on or before July 31.
- Parents enrolling students for Kindergarten are to be encouraged to complete an enrolment form as early as possible in the year prior to commencement of school.
- In the case of Kindergarten enrolments in particular, the school administration officer should mark on the form date of receipt of the form as well as 'S' (if appropriate) to indicate that the child already has a sibling in the school.
- All students who live within the school boundary as outlined by the Department of Education and Communities are guaranteed a placement at the school.
- Parents who request out of area placement at the school will be required to complete an "Out of Area" application. To be considered for an Out of Area place there must be special circumstances.
- Out of area enrolments will be reviewed by the Enrolment Committee consisting of the Principal, a member of the School Executive, the Assistant Principal responsible for Kindergarten, the enrolling officer and a member of the P and C.
- Decisions regarding out of area enrolments will be based on such factors as:
 - sibling rights
 - enrolment numbers in specific grades – special needs of child
 - other exceptional circumstances
- Upon applying to enrol the parents will be given an Enrolment package consisting of:
 - an enrolment form
 - Important Student Information form
 - School information booklet
 - school contact details
 - privacy information flyer
 - Information for parents flyer
- When lodging the Enrolment application the following documents are to be provided :
 - Proof of student's residential address e.g. original copies of council rates notice, residential lease, electricity accounts, statutory declaration.
 - Birth certificate or identity documents
 - Copies of any family law or other relevant court orders, if applicable
 - Immunisation history statement

In addition, if your child is a permanent resident but not an Australian citizen, you will need to provide:

- Passport or travel documents
 - current visa and previous visas, if applicable
 - Where the student appears to require ESL support or any other support the Principal will introduce the student and parent to the appropriate staff if available.
- After enrolment the school administration officer is to:
- Enter the student's name and other appropriate information on to ERN
 - Request the Record Card from the previous school (if appropriate)

Enrolment of Students with Disabilities

In line with the Department of Education and Communities Policy, children with a disability residing within the school's boundaries will be eligible for enrolment where this is "possible and practicable and in the best interests of the child". The decision to enrol a child with a disability is to be made by the Principal who will consider the availability of the resources and support services necessary to provide an appropriate educational program for the child.

General Guidelines and Procedures for Class Placements

Upon enrolment and in subsequent years of schooling class placement is to be made at the discretion of the Principal. The decision will be based on: class numbers, class structure and the needs of the child. Parent requests will be considered but the Principal will make the decision based on whole-school needs.

Out of Area Enrolments

Applications for Out of Area Enrolment will be accepted based on class numbers and structure. All Out of Area applications will be processed by the Enrolment Committee (consisting of the Principal, a member of the School Executive, the Assistant Principal responsible for Kindergarten, the enrolling officer and a member of the P and C). Preference will be given to siblings of students already enrolled and students who require enrolment for health and safety reasons.