The Rock Central School
Country School, Country Kids, Country Values
Enrolment Policy 2011-13

“every eligible child has the right to enrol in his or her local government school, and every parent of a school aged student has the duty to ensure their child attends school”

The Rock Central School has a proud history of providing quality comprehensive public education to the community of The Rock. This document provides policy and procedural information for parents/caregivers and school staff on the enrolment of students at The Rock Central School.

- All children must be enrolled in a school by the time they reach six years of age.
- Children can only be enrolled in one school at any given time and are entitled to be enrolled at the local government school.
- School local areas are determined by the Department of Education and Communities.
- Schools can accept non-local enrolments provided the school can show that the primary criteria for acceptance include the availability of appropriate staff and permanent classroom accommodation.

This document has been divided into a number of sections.

Section 1 General information
Section 2 Enrolment into Kindergarten
Section 3 Enrolment into Infants/Primary/Secondary School
Section 4 Enrolment from Year 6 into Year 7

This policy and procedure document includes information from:

- Procedures for Secondary School Enrolment Transition from Year 6, 2010 to Year 7, 2011
- Education Reform Act 1990
- Memorandum to School Principals DN/06/00227
- Memorandum to School Principals DN/06/00160
- Implementation statement on enhanced enrolment procedures
- Enhanced enrolment procedures- Memorandum DN/06/00168
- Enrolment of students in Government Schools
- Legal Bulletin No. 40
- OH&S Act
Section 1 General Information

The enrolment process starts by contacting the school for an appointment with the Principal.

Administration – all forms are provided by the school on request or at the Kindergarten Parent Orientation evening or with the letter of acceptance into Year 7.

1. All children must have an Application to enrol in a NSW Government School completed by the parent(s)/caregiver(s).

2. All parent/caregivers must provide evidence of the Student’s:
   - Identity
   - Residential Address
   - Immunisation certificate/history statement
   - and any family law, AVO’s or other relevant court orders

3. All parents/caregivers must provide accurate and up to date details with regards to students with special needs or special circumstances, and a child’s history with regards to risk assessment.

4. Parents and caregivers are also asked to complete a General Permission note and a Media Consent form.

5. If a student requires medication to be administered at school, a Deed of Indemnity form must be completed.

6. Students with medical issues must have a health care plan prepared by their doctor. (especially students with asthma or allergies)

All enrolment paperwork must be completed before that student can enrol at The Rock Central School. For students with a history of violence or suspension/expulsions from another school a Risk Assessment must be completed and the Counsellor’s file obtained before the students is enrolled and starts at the school.

Enrolment Ceiling

The current enrolment of The Rock Central School is 153 students. At the start of each year the school submits its official numbers. This then determines our staffing and any vacant student places. These places are available to both local and non-local students, with local students getting first preference. Currently in our Secondary classes we have a ceiling of 91 students. In our Primary/infants classes the vacancies depend in which the student is enrolling.

Appeals

If a parent/caregiver wishes to appeal against the decision of the enrolment panel not to enrol a particular student, the appeal should be made in writing to the principal. If the matter is not resolved at the local level the School Education Director (SED) for The Rock Central School will consult with the principal and community if necessary to resolve the issue.

The purpose of the appeal is to determine whether the stated criteria has been applied fairly.
Section 2 Enrolment into Kindergarten

It is recognised that the transition from pre-school or home settings, to school is a significant step, particularly for students with special learning needs. The Rock Central School works collaboratively with parents and care givers, and local pre-schools to plan and facilitate the transition process. The Kindergarten Teacher, with assistance from the Assistant Principals, are responsible for the Transition into Kindergarten process.

Parents/caregivers of students enrolling into Kindergarten at a Department of Communities school are required to provide documented evidence of a child’s immunisation status.

Transition Process

The Kindergarten Transition process starts at the end of Term 2 via contact with the local pre-schools. In Term 3 a parent orientation/information night is organised to inform parents of the benefits, support and learning opportunities The Rock Central School has to offer the young people and community of The Rock. At this meeting an information package is supplied to the parents/caregivers which includes all the necessary forms and information for enrolment.

During Term 4 the kindergarten students participate in a fortnightly orientation process that goes for 4 sessions. During this time enrolment paperwork is collected and checked.

Section 3 Enrolment into Infants/Primary/Secondary School

1. Parents/caregivers wishing to enrol their child/ren at The Rock Central School need to make an appointment with the Principal.
2. Non-local enrolments will be considered by the Principal taking into account the following criteria:
   ✓ Availability to cater for the learning needs of the student
   ✓ Siblings currently at the school
   ✓ Issues related to violence or a history of suspensions
   ✓ Places available in that year group
   ✓ Medical reasons
   ✓ Special interests and abilities
   ✓ Compassionate circumstances
3. The Principal will then make contact with the previous school to ensure all the needs of the student can be met by the school.
4. Administrative paperwork needs to be completed once the interview with the Principal has taken place.
5. Providing the information from the previous school does not raise any issues around violence, learning support or medical concerns, the enrolment will proceed with the student/s starting as soon as possible.
6. If the information from the previous school is of a concern to the Principal or needs to be clarified, the parents/caregivers will be required to have further meetings with the school so that the best available assistance can be provided for the student. This may include support from District Office. This will occur before the student starts school.
7. If the student is from interstate, the parents/caregivers and the student must fill out and sign the request for information from an Interstate School Forms. These will then be processed by the school. Depending on the circumstances the student may start before these forms have been returned to the school or the enrolment may be delayed depending on the information at hand.
Section 4 Enrolment from Year 6 into Year 7

Students in Year 6 at The Rock Central School and other interested students, start to transition into Year 7 during Term 2 of each year. The Transition process is administered by the Secondary Studies Co-ordinator. Students who do not attend The Rock Central School in Year 6, but are enrolling in Year 7, start their transition in the latter half of Term 4.

Parent/caregivers of students in Year 6 at The Rock Central School do not have to fill out new enrolment forms for their children, information already on our computer system is rolled over into the students Year 7 information.

Non-local placements into Year 7.

All students who are seeking non-local placement into Year 7 at The Rock Central School need to complete Section C of the Expression of interest form, indicating why they wish their child to attend The Rock Central School instead of their locally designated high school. The school panel will then consider all non-local placements applying the following criteria:

- Availability to cater for the learning needs of the student
- Siblings currently at the school
- Issues related to violence or a history of suspensions
- Placement numbers available in Year 7
- Medical reasons
- Special interests and abilities
- Compassionate circumstances

Once the panel has made its decision you will be notified.

The non-local enrolment panel consists of, the Principal, the Secondary Studies Co-ordinator the two Assistant Principals and a Parent representative.

If the decision has been to enrol your child, parents/caregivers must complete the administration process outlined in Section 1.

Year 7 Orientation

All parents/caregivers of Year 6 students attending The Rock Central School in Year 7 are invited to attend a Parent Orientation to High School evening held late in Term 2. All students then attend a Year 7 for a day visit. Year 6 students attending The Rock Central School in Year 7 will take part in a transition process during Term 4 in preparation for the following year.