



The *Education Reform Act 1990* outlines the objects of education and the legal requirements for compulsory schooling.

[http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol\\_act/ea1990104/s21b.html](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_act/ea1990104/s21b.html)

Armidale City Public School enrolment procedures relate to the following Department of Education policies:

*Enrolment of Students in Government Schools: Direction for the enrolment of students in NSW*

*Government schools* <https://www.education.nsw.gov.au/content/dam/main-education/policy-library/associated-documents/pd-2002-0006-01.pdf>

*Proof of Identity and Residency Status* <https://www.education.nsw.gov.au/content/dam/main-education/policy-library/associated-documents/Proof-of-identity-and-residency-status-20161012-October-2016.pdf>

*Student Attendance Policy* <https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

### IMPLEMENTATION

- Kindergarten students may be enrolled as long as they turn five on or before July 31 in the year they are to commence. Parents will be notified if they are successful in their enrolment application by the end of Term 3.
- Students aged 6 – 17 years must be enrolled and attend school each day that instruction is provided.
- All enrolments require the completion of an *Application to Enrol in a NSW Government School* <https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/enrol-k12.pdf> or online at
- Enrolment applications require supporting documentation of the following unless transferring:
  - child's birth certificate or identity documents
  - proof of child's address – current council rates notice, residential lease, electricity bill, etc
  - immunisation history statement from the *Australian Immunisation Register (AIR)* <https://www.humanservices.gov.au/individuals/services/medicare/australian-immunisation-register>
  - any family law or other relevant court orders, if applicable
  - if your child has health, disability or other support needs you will need to provide
    - copies of medical/healthcare or emergency action plans
    - evidence of any disability and learning and support plans
- Students will be enrolled in the name that is stated on the child's birth certificate or passport unless the conditions stated in the Family Law Guidelines can be applied. <https://education.nsw.gov.au/about-us/rights-and-accountability/legal-issues-bulletins/bulletin-20-changing-the-way-a-student-name-is-used-and-recorded-by-schools>
- Requests for early enrolment require assessment by the School Counsellor under departmental guidelines.
- Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend (see School Locator - <https://education.nsw.gov.au/school-finder>)

## ENROLMENT CEILING AND BUFFER

The enrolment ceiling is based on the available permanent accommodation at the school. Armidale City Public School has a permanent accommodation for 670 students in regular classrooms.

Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. Places in the buffer are not to be offered to non-local students.

In schools where spare accommodation exists, except for enrolments at the commencement of the school year, non-local placements must not generate demand for extra staff or create disruption to school routine.

Students can be enrolled at Armidale City Public School up to a buffer set for each grade. The buffer is based on the schools permanent accommodation and structure of classes. Only enrolments from within the school's designated intake area can be enrolled to fill positions in the buffer for a particular grade in regular classes and linked to whole school numbers:

- Kindergarten classes – 19 with a buffer of 1
- Year 1 classes – 20 with a buffer of 2
- Year 2 classes – 22 with a buffer of 2
- Years 3 – 6 classes – 28 with a buffer of 2

## NON-LOCAL ENROLMENT

Parents or caregivers reserve the right to apply for non-local placement of their child.

- Non-local applicants are required to complete a *Non-local Enrolment Application at NSW Government School* form when enrolling [https://armidalec-p.schools.nsw.gov.au/content/dam/doe/sws/schools/a/armidalec-p/Out\\_of\\_Zone\\_forms\\_2019.pdf](https://armidalec-p.schools.nsw.gov.au/content/dam/doe/sws/schools/a/armidalec-p/Out_of_Zone_forms_2019.pdf)
- Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level.
- Where demand for non-local enrolment exceeds the number of available places below the enrolment buffer, the school must develop non-local enrolment criteria and establish an enrolment panel to consider and make decisions on all non-local enrolment applications. When the school's enrolment level is close to the local enrolment buffer, the principal is required to inform the principal of the child's local school when considering the non-local enrolment application, and to seek approval of the Director, Educational Leadership before making an offer to enrol the child.
- The placement panel consists of one executive staff member to chair the panel and at least one teaching staff member nominated by the principal and one school community member nominated by the school's parent organisation. In considering applications, the panel assesses only the information and supporting documentation presented on the non-local enrolment application form, available from the school. The placement panel should record all decisions and minutes of meetings are to be available on request by the Director, Educational Leadership.
- A waiting list may be established for non-local students, if necessary, and parents will be advised if their child is on it and his or her position on the list. Waiting lists are current for one year. Appeals against the decision of the placement panel should be made in writing to the principal.
- Temporary residents must hold a valid visa and meet the general conditions of enrolment, including the school receiving an *Authority to Enrol*, to enrol in a NSW government school. The *Application for an Authority to Enrol* and information about the Temporary Residents Program can be found at: <https://www.deinternational.nsw.edu.au/study-options/study-programs/temporary-residents>

## **OPPORTUNITY CLASS**

Academically gifted and talented students may apply for placement in the Armidale City Public School Opportunity Class (OC). The High Performing Students Unit administers the opportunity class placement process. Parents apply for opportunity class placement when their child is in Year 4. It is a two-year placement program.

<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5>

## **ENROLMENT OF STUDENTS WITH SPECIAL NEEDS**

The school principal, in consultation with the school's Learning and Support Team, will assist you to find the right schooling option for your child, taking into account your choice, your child's specific additional learning and support needs and proximity to local specialist services. <https://education.nsw.gov.au/teaching-and-learning/disability-learning-and-support/primary/educational-options>