



TAMWORTH WEST PUBLIC SCHOOL

Enrolment Policy

School Guidelines and Support Documentation for
Implementation of NSW Department of Education Policy

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1. Enrolment Ceilings

Each school will establish an enrolment ceiling, based on available permanent accommodation. Tamworth West Public School has a local intake area. (Refer to attached map.) The current enrolment ceiling for Tamworth West Public School is **440** students which includes **408 mainstream** students and **32 students** in our **3 Special Education classes**.

2. Enrolment Buffer

No additional accommodation (permanent or demountable) will be provided by the DoE to cater for increased enrolments resulting from non-local placements. Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer at Tamworth West Public School has been determined as **30 students**.

3. Placement Panels

If the demand for non-local places exceeds availability, Tamworth West Public School will convene a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel will include the Principal, the Learning Support Team coordinator, the Aboriginal Education Officer and at least one member of the school community. The panel will be chaired by the Principal who will have the casting vote. The decisions made by the placement panel will be made within the context of the agreed enrolment ceiling and buffer. The placement panel will record all decisions and minutes of meetings so as to be available to the Director, Public Schools NSW – Tamworth Network on request.

4. Criteria for Non-local Enrolment Applications

Criteria for selecting amongst non-local enrolment applications is documented and is made available, in advance, to parents who are interested in enrolling their children. These criteria include:

- Medical reasons eg. Access to specialist local medical services
- Disability eg. Wheelchair access
- Structure and organisation of the school eg. Specific subject availability or availability of subjects
- Siblings eg. Other siblings, in residence with the student, already enrolled at the school
- Compassionate eg. Case for supporting enrolment at the school
- Proximity and access to the school eg. Distance between home and school

- Safety and supervision eg. Care for the student before and after school
- Special interests and abilities

Parents and carers are advised that although the use of the criteria regarding siblings already being enrolled at Tamworth West Public School has been given higher priority in the past, while ever we are close to, or over, capacity, this does not guarantee enrolment of non-local students.

The principal will ensure that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

5. Waiting Lists

A waiting list may be established for non-local students if warranted. Parents should be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list should reflect realistic expectations of potential vacancies. The waiting list is current for one year.

6. Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The Principal will seek to resolve the matter. If the matter cannot be resolved by the school, it will be referred to the Director, Public Schools NSW – Tamworth Network. The only grounds for appeal are to determine whether the stated criteria have been applied fairly.

7. Interstate Students

Applications for enrolment of Interstate students will be considered through the use of the Interstate Student Data Transfer Note (ISDTN) and Protocols. The note and protocols can be found at www.mceetya.edu.au

8. Overseas Students

The Principal will ensure that all DEC procedures and protocols regarding visas etc are carried out when enrolling students from overseas.

9. Refusal of Enrolment

In the first instance, the Principal will consider applications for non-local enrolment on the criteria for non-local enrolments as stated in the school's enrolment policy. Non-local applications may be declined due to lack of accommodation or because others have been given higher priority on the basis of school enrolment policy criteria.

The Principal may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour.

Tamworth West Public School has a responsibility to assess and manage any risk of harm to its staff and students. The current DoE application to enrol gives parents and caregivers the opportunity to provide the school with information that will help facilitate the smooth transition of students into Tamworth West Public School. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of some students.

The Principal is required to certify that the Special Circumstances and Student History of each student have been assessed. The Principal will then determine whether a Risk Assessment is required and will sign off (prior to accepting or denying the enrolment) on whether the Risk Assessment has been conducted and if necessary a Risk Management Plan and appropriate resources have been put in place.

As well as these enhanced enrolment procedures, an email/facs-based Request for student background information and documents enables information to be exchanged between principals concerning students who have a history of violence or other discipline issues.

The Principal has the responsibility for the final decision. However, in some circumstances, the Director, Public Schools NSW – Tamworth Network may direct the Principal to enrol a student.

Local intake area for Tamworth West Public School

