



## Randwick Public School Enrolment Guidelines

General information regarding enrolment procedures for Randwick Public School is provided here. A complete version of the Department of Education enrolment policy is available from:

<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools-a-summary-and-consolidation-of-policy>

### **About Randwick Public School:**

Randwick Public School has 42 permanent classrooms. The total enrolment as of 13th May 2021 is 980 students. Due to our increasing size and available teaching spaces, enrolment at our school is restricted to the conditions outlined below.

### **Enrolment at Randwick Public School:**

Enrolment of students at Randwick PS is open to all families residing within the school's designated catchment area, who are Australian Citizens or Permanent Residents.

A limited number of places may be available for local temporary visa holders in existing classes. Please contact the school office.

### **Kindergarten Enrolment**

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.

### **Refusal of Enrolment**

Principals 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.

### **NON-LOCAL PRIMARY SCHOOL PLACEMENT**

Randwick Public School is required by the Department of Education and Director, Educational Leadership, Bondi Principals Network to prioritise enrolments to local students who are Australian Citizens or Permanent Residents.

Where there are places to complete whole grade classes in Kindergarten, these may be offered to non-local students. Please be aware that there will be no priority for non-local siblings in subsequent years.

The school will establish a waitlist and a placement panel made up of the principal, a member of the school executive and school administration manager. The principal will have the casting vote.

A written application must be completed on the appropriate form addressing criteria and **returned to the school by 3rd September 2021**. When addressing the criteria it should be clear and concise and specifically prove the case for enrolment of the student to the placement panel.

**Non-local area placements are not guaranteed. You are advised to enrol at your local school.**

### **Criteria for non-local enrolment applications**

Criteria for placement of non-local students will be in accord with criteria listed below. Criteria include factors such as (criteria are not listed in a priority order):

- **Siblings already enrolled at the school**
- **Medical reasons** Eg. Access to specialist local medical services
- **Safety and supervision** of the student before and after school
- **Proximity** and **access** to the school
- **Special interests and abilities.** Eg. Specific subject availability or availability of subjects such as language, music and pathways
- **Compassionate.** Eg. Case for support enrolment at the school.
- **Structure and organisation of the school.**

Appropriate documentation relating to the criteria should be included as the placement panel will base their decision on this information. Applications are often rejected based on insufficient documentation and an inappropriate case.

- Oral or other submissions will not be accepted.
- Applications containing false or misleading information will be rejected.

The principal will ensure that the established criteria are applied equitably to all applicants. Please Note: The order of receipt of applications does not predicate the order in which offers may be made.

### **Non-Local Siblings**

In any year the school will implement a sibling non-local waitlist. A written application on the Non-Local Application form must be completed addressing criteria and **returned to the school by 3rd September 2021.**

Siblings of currently enrolled students will be placed on a waitlist until such time as the school can determine its demand for local enrolment. Places will be offered to non-local siblings on the basis that these students cannot create the need for an additional classroom.

Should demand exceed available places, offers will be made on the following criteria:

- a) The number of older siblings currently enrolled in the school.
- b) The year grade of currently enrolled siblings.
- c) Geographical proximity to the school.

### **Non-local enrolment of children of RPS staff**

Exceptions to non-local area enrolments apply to children of RPS staff.

The NSW Department of Education is committed to creating a fair and inclusive workplace through its Workforce Diversity Policy. In the context of this, Randwick Public School recognises that for some of its staff, full and equal participation as a member of the school teaching staff is facilitated by the enrolment of their children at the school in which they work.

### **Enrolment Buffer**

No additional accommodation (permanent or demountable) will be provided 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 will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area.

## **ENROLMENT OF STUDENTS WITH ADDITIONAL NEEDS**

## **Students with Disabilities**

The Department of Education provides a range of services and resources to support the education of students with disabilities. These include:

- targeted funding, specialist teachers and consultancy services to support enrolment in regular classes
- special classes within regular schools
- special schools
- modifications to buildings to facilitate access
- provision of specialised equipment and technology
- special transport services

Consideration of enrolment of students with additional needs will involve parents or caregivers and will entail consideration of the student's support needs in areas such as curriculum, mobility, social skills, personal care and communication. It will often involve consideration of supporting documentation from medical practitioners and other health and education professionals. Consultancy support is available to assist in this process, in particular, to identify the resources which may be available to support the enrolment.

## **Appeals**

Where a parent wishes to appeal against the decision, the appeal should be made in writing to the principal. The principal will seek to resolve the matter.

If the matter is not resolved at the local level the Director, Educational Leadership, Bondi Principals Network will consider the appeal and make a determination. The Director, Educational Leadership, Bondi Principals Network will consult with the relevant principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

## **Procedural Review**

These guidelines will be reviewed annually in response to local enrolment demand. Please check with the school to ensure you have a current copy of the school's guidelines.

These guidelines were reviewed in May 2021.