

Mount Kanwary Public School – Enrolment Policy



Overview

This policy outlines the enrolment procedures at Mount Kanwary Public School, in line with the NSW Department of Education's *Enrolment in Kindergarten to Year 12 Procedures (PD-2002-0006-01-V02.0.0)*. The school ensures fair, transparent, and inclusive enrolment practices, with priority given to students within the local intake area.

The Department of Education assists parents or carers to meet their legal obligation under the *Education Act 1990 (Section 21B)* to enrol children of compulsory school-age. A parent is defined as a guardian or other person having custody or care of the child.

Policy Foundations

This policy is guided by:

- *Education Act 1990 (NSW)*
- *Enrolment in K–12 Procedures (2025)*
- *High Potential and Gifted Education Policy*
- *Assisting Students with Learning Difficulties Policy*
- *Legal Issues Bulletin No. 43*
- NSW Anti-Discrimination legislation

Local Enrolment Entitlement and Capacity

Mount Kanwary Public School serves a defined local intake area. Students whose principal place of residence falls within this zone are entitled to enrol at the school, provided they meet eligibility requirements and the school has the capacity to accommodate them.

The school's enrolment capacity is determined by the number of available teaching spaces, class size guidelines, and infrastructure limits. A local enrolment buffer is maintained to ensure the school can meet the needs of in-area families who move into the zone throughout the school year.

Once the school approaches its capacity, non-local enrolments may be restricted to preserve access for local students and maintain safe, effective learning environments. Students who reside within this zone are entitled to enrol.

Enrolment Age Requirements

- Children may begin Kindergarten if they turn **5 years old on or before 31 July** in the year of enrolment
- Schooling is **compulsory by age 6**
- Early entry for **gifted students aged 4 by 31 January** must meet departmental criteria
- Proof of immunisation is encouraged; non-immunised children will be asked to remain at home during illness outbreaks.

Enrolment Application Process

Families must: - Submit the *Application to Enrol* form (online or paper)

- Provide proof of age (e.g. birth certificate or passport)
- Submit a copy of the AIR immunisation history statement
- Provide proof of residential address (100-point check)

Principal Discretion: The Principal may waive the 100-point check in cases such as:

- Aboriginal and/or Torres Strait Islander families
- Refugee or newly arrived families (within 2 years)
- Families experiencing trauma, domestic violence or homelessness
- Children in Out-of-Home Care

Enrolment Interviews

All enrolling families attend a meeting with the principal to:

- Confirm eligibility
- Discuss learning, wellbeing or medical needs
- Identify any support or adjustments required
- Finalise enrolment and transport documentation

Temporary Residents

Temporary residents residing in-area with valid visas are eligible to enrol. Families must: - Apply through the **Temporary Residents Program** - Obtain an **Authority to Enrol (ATE)** - Notify **DE International**

Non-Local Enrolment

Families living outside the school's intake area may apply for non-local enrolment. These applications are assessed on a case-by-case basis to ensure a fair and inclusive process that considers each student's circumstances.

Considerations for non-local enrolment are guided by student wellbeing, equitable access to quality education, and the school's capacity to provide necessary learning and support adjustments. The school is committed to ensuring all placement decisions support the best interests of both the student and the broader school community. Applications will be considered carefully to ensure equitable access to education, while maintaining the school's ability to support enrolled students effectively.

Non-Local Placement Panel: - Principal or nominee (Chairperson) - One staff member - One community representative (P&C Association)

Priority Considerations:

- Students with additional learning or wellbeing needs (including disability, trauma, medical, cultural or child protection concerns)

- Siblings currently enrolled (priority if in support class)
- Children of staff members
- Proximity and transport access
- Supervision and safety before/after school
- Fit with the school's structure or offerings (e.g. small-school setting)
- Recent boundary changes - Documented compassionate or exceptional circumstances

Enrolment Outcomes and Appeals

- Decisions advised within **15 school days**
- Unsuccessful applicants may be placed on a **waiting list**
- Appeals may be submitted in writing to the Principal within 14 days of panel decision. If the matter is not resolved at a local level, further appeals will be escalated to the **Director of Educational Leadership** and a determination will be made.

Special Needs and Shared Enrolment

For students with disabilities or complex needs:

- A planning process will determine required adjustments
- Staff collaborate with Learning and Support teams and external services
- Shared enrolment with other settings may be arranged (e.g. Distance Education)

Privacy and Recordkeeping

All enrolment information is handled in accordance with the **NSW Privacy and Personal Information Protection Act 1998**. With consent, relevant information may be shared with other schools or agencies to support student transition.

Review Cycle

This policy is reviewed **annually** or following changes to Departmental guidelines. Implementation is overseen by the Principal and documented in school records.

Last Updated: June 2025

Next Review: June 2026

Principal: Mrs Michelle Wilson