

GLEN WILLIAM PUBLIC SCHOOL ENROLMENT POLICY

Students will be enrolled into Glen William Public School in accordance with the policy *Enrolment of Students in Government School: A summary and Consolidation of Policy* August 1997.

Child of compulsory school-age is of or above the age of 6 and below the minimum school leaving age. The minimum school leaving age is 17 years; or the age at which the child completes Year 10 of secondary school and complies with the conditions set out in section 21B of the Education Act 1990.

Parents may enrol a child if they turn 5 years of age on or before 31 July in that year. Students identified as gifted and talented, who are aged 4 years or older at 31 January of the year of enrolment may only be enrolled in accordance with [High potential and gifted education policy](#).

Temporary residents (other than visitors or other short stay visas) are entitled to enrol in their in-area school based on their residential address.

The parents are to apply for the Tempport residents Program, obtain authority to enrol and notify the DE Internation the school for enrolment.

[Temporary Residents Procedures](#)

Siblings are supported through enrolment procedures provided they meet eligibility criteria for attending school.

At enrolment you will be asked to produce proof of age for your child. This could be any of the following documents:

- ✓ Birth Certificate;
- ✓ Passport; and
- ✓ Registration of birth.

Kindergarten enrolments also need to produce proof of immunisation. This is not compulsory, however, in the event of a contagious illness outbreak in the school, your child will be asked to remain at home.

Principals may waive or vary the 100-point residential address check requirements, to meet the needs of the school community or where a parent can give good reasons why they cannot present documents. Circumstances where this may apply include but are not limited to:

- families of Aboriginal and/or Torres Strait Islander background
- families from refugee backgrounds
- families who are newly arrived in Australia (in the past 2 years)
- families managing trauma, for example families experiencing domestic or family violence or homelessness
- children or young people in out-of-home-care.

All enrolments will meet with the Principal to discuss the plan for enrolment.

- ✓ Enrolment meeting with Principal;
- ✓ Discussion around the needs of the child; and
- ✓ Consult Assisting Learning Difficulties Policy where required.
- ✓ Shared Enrolment process
- ✓ Out of Home Care

At enrolment you will need to complete the following forms:

- ✓ Application for enrolment; and
- ✓ Online Application for bus travel.
- ✓ [Online Enrolment](#)
- ✓ [Application to enrol](#)

Glen William School Zone

All students who reside within the school's designated zone are entitled to be enrolled at Glen William. Also see attached map.

Enrolment Buffer

No additional accommodation can be provided to cater for increased enrolments resulting from non local placements. An enrolment ceiling of 51 and a buffer of 5 students shall apply. This buffer is to be maintained to accommodate local students arriving throughout the year.

Non Local Placements

Persons not residing in the school designated zone are entitled to apply for non local enrolment. [Non Local Enrolment Form](#)

The application will be assessed by the school's placement panel for Years K-6 when there is concern for the school's resources to meet the special needs of the student. The panel shall include the principal, classroom teacher and one school community member nominated by the P&C. The panel will be chaired by the principal who shall have the casting vote.

Criteria for Non Local Enrolments

Principals must provide easily accessible information about the school's non-local enrolment criteria, available courses or programs to help students and parents make informed choices (for example, through the school website and/or printed materials available at the school).

The same criteria must be applied to non-local enrolment applications considered by the school, including expressions of interest for the Year 6 to Year 7 transition.

Non-local enrolment criteria must include, and these applications given priority:

- to ensure that students with additional needs have access to high-quality public education, students with learning and wellbeing needs requiring reasonable adjustments and/or additional educational support, including cultural considerations, disability, developmental age, trauma, child protection concerns, medical and individual needs and circumstances
- sibling currently attending the school, with siblings of students in support units given priority

Non-local enrolment criteria should include, and these applications given consideration:

- parent or carer works at the school*.

*includes all permanent and part-time department staff employed at the school including classroom teachers, the school counselling service, school administration and support staff, Home School Liaison Officers, staff that work at a public preschool attached to the school and school leaders. Temporary teachers who have been employed at a school for at least 12-months in the last 2-years are also included (temporary teachers employed for less than this time can also be considered at a school's discretion). This consideration will not be extended to casual employees or contractors.

Optional criteria:

- proximity and access to the school
- structure and organisation of the school (examples could include alternative school hours, compressed days, agriculture, sporting and/or music programs)
- access to single sex education
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- recent changes in the local intake area boundaries
- school is under buffer or cap and has capacity
- other considerations.

For specialist settings only:

- student ability, performance or achievement in the school's specialisation, for example, having sporting ability.

Acceptance of Non Local Enrolments

- ❖ The parent will then be notified of the enrolment committee's decision within 15 days.

Waiting Lists

Parents will be notified of being placed on a waiting list.

Appeals

Where a person wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. If the matter is not resolved at the local level the Director of Education Leadership will consider the appeal and make a determination.

Enrolment panels consist of:

- member of the executive staff (as chairperson)
- teaching staff member/s
- school community member/s (nominated by the school's parent organisation).

An enrolment panel may consist of different members in select circumstances such as schools with a single teaching principal.

Enrolment panels consider:

- non-local enrolment applications, only where demand for non-local places exceeds the number of non-local places available,
- applications for unique school settings, in accordance with the specific school's assessment and placement procedures.

Updated Reviewed February 2025

Glen William Public School Zone

