GLEN WILLIAM PUBLIC SCHOOL ENROLMENT POLICY (2020)

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 the Gifted and Talented policy.

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.

At enrolment you will need to complete the following forms:
- ✓ Application for enrolment; and
- ✓ Online Application for bus travel.

At enrolment you must 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.

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.
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
❖ the child's age
❖ the type of school
❖ the resources of the school
❖ the existing number of permanent classrooms and other facilities at the school.
❖ Medical reasons
❖ Compassionate circumstances
❖ Siblings already enrolled at the school
❖ Safety and supervision before and after school
❖ Recent changes in school boundaries
❖ In consultation with Director of Education Leadership (DEL)

Acceptance of Non Local Enrolments

❖ The parent will then be notified of the enrolment committee's decision.

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 June 2020

Glen William Public School Zone