



Lake Cathie Public School

Enrolment of Students Specific to Lake Cathie Public School

Introduction

This document is based on the Enrolment of Students in NSW Government Schools Policy, 1997 and the Revised Enrolment Policy July 2019 and General Enrolment Procedures 2018.

General Principles Governing Enrolment

- The department is committed to providing high quality education to all students enrolled in NSW government schools.
- The department encourages families to enrol in their local school because each of our schools deliver excellent outcomes for students and each school is committed to being the centre of the local community.
- The department supports parents' duty to enrol a child of compulsory school-age in a NSW government school.
- Parents may enrol their child in Kindergarten at the beginning of the school year if the child turns 5 years of age on or before 31 July in that year. The Education Act 1990 mandates that all children must be in compulsory schooling by 6 years of age.
- Parents may apply to enrol their child at any school, however are entitled to enrol their child at the local school within the designated intake area the child is eligible to attend. The Secretary of the Department of Education designates school intake areas.
- The department has selective and specialised schools, programs and services, and temporary resident enrolments that are subject to specific procedures, eligibility criteria and assessments.
- A student is enrolled when an application to enrol is certified as accepted by the Principal and the student is placed on the enrolment register of a school. Enrolment should be in one school only at any given time, however a student may be in attendance at more than one school in particular circumstances.
- The department makes reasonable adjustments so students with disabilities can apply for enrolment on the same basis as students without a disability.
- In enrolling a student, the department determines if there is a need to provide additional support for the student.
- In enrolling a student, the department may need to make additional enquiries where a student has been absent from the NSW system for a period of time, the enrolment background is unclear or where the student has been overseas and records are unavailable.

Context

Lake Cathie Public School is a rapidly growing school situated in Lake Cathie, NSW. Large residential developments adjoin the school and over one thousand house and medium density blocks are planned for development. The school will work hard, through this enrolment policy and support from the Department of Education, to create a successful place of learning for all students in the Lake Cathie Public School zone.

How to Enrol

Q. How do I enrol my child at Lake Cathie Public School?

A. Students must live within the enrolment zone for Lake Cathie Public School at the time of enrolment. Visit the school office or call 6584 8060 and request an enrolment pack and an appointment with the Principal. School zoning can be found on the Department of Education's website <https://schoolfinder.education.nsw.gov.au/index>

Q. What happens if our family moves out of the Lake Cathie Public School enrolment zone? Can our younger students attend Lake Cathie Public School?

A. Firstly, we would strongly encourage that families consider moving to the new local school if they move into another school zone. This would allow students to go to school with students who live in their new neighbourhood. Families could commit and engage with other families and community and sporting groups in the new community they have moved to. If a family moves out of the Lake Cathie Public School enrolment zone, any subsequent siblings of currently enrolled students would be considered as out of the enrolment zone. In rare occasions, the Director, Public Schools NSW, may approve a sibling non-local enrolment in line with the Department of Education Enrolment Policy.

Placement Panel:

Adam Vumbaca	P&C President
Rachel Caller	Staff Representative
Melissa Harris	Assistant Principal – Panel Convenor

Non Local Procedures

2018: Criteria for Non Local Enrolment

Siblings already enrolled at the school

2019 and beyond: Criteria for Non Local Enrolment

No non local enrolments

Enrolment Zone – New Zoning Information – 2018 and 2019

Lake Cathie Public School’s enrolment zone includes all addresses in Lake Cathie, including the areas of Long Point Drive and Ryan’s Road. Bonny View Drive and all streets running off it are also included in the Lake Cathie Public School enrolment zone.

A modification to our school’s intake zone took effect in the Bonny Hills part of our current enrolment zone.

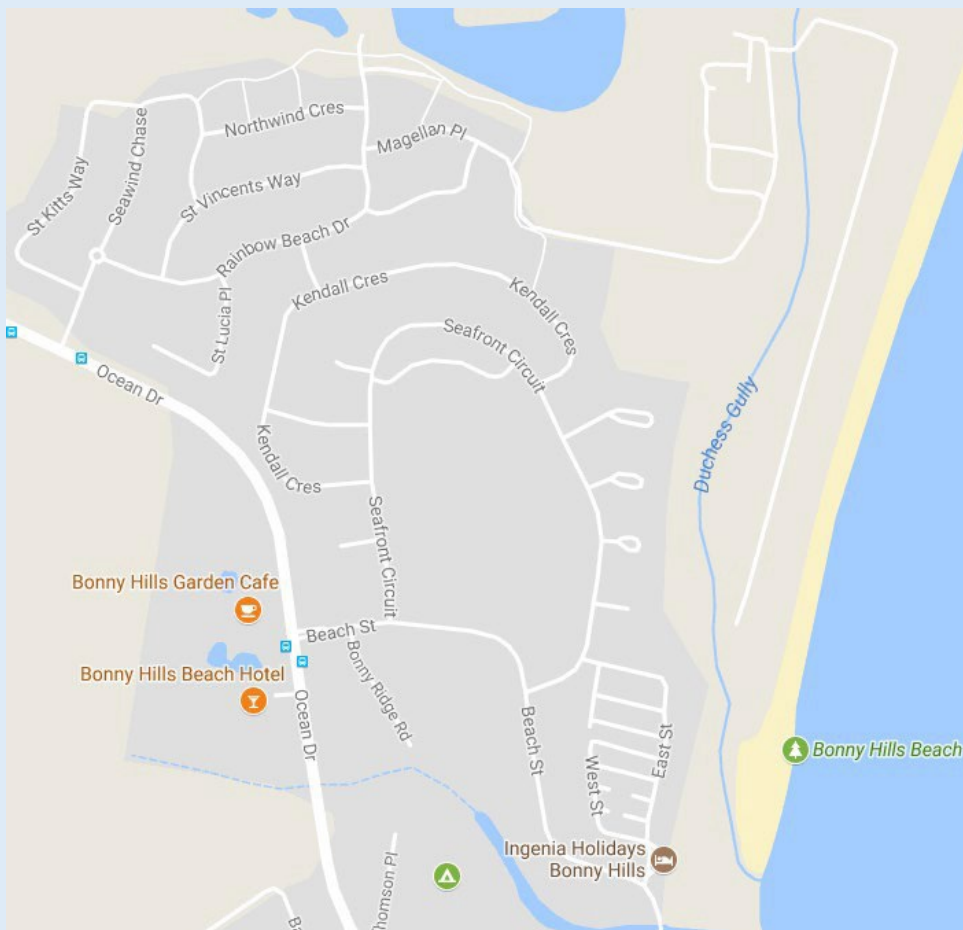
2018 & 2019

The area from Saltwater Creek (which runs from the lower side of Bonny Hills Beach Hotel) through to St Kitts Way, defined by the entrance to the estate at Seawind Chase, will be a shared enrolment zone for North Haven PS and Lake Cathie PS for 2018/19.

From 2020

From 2020 this area will be zoned North Haven PS only.

Note: From 2020, siblings of students who have a current enrolment at Lake Cathie Public School will be entitled to have enrolment at Lake Cathie Public School for as long as the family resides within the area defined above. They will be considered “In Zone” students.



Transition to School

It is recognised that the transition from early intervention programs, or other pre-school settings, to school is a significant step, particularly for students with special learning needs. Schools are encouraged to work collaboratively with parents, caregivers and other relevant personnel to facilitate planning for the important transition process.

Advice and assistance to support schools in this regard are available through specialist district personnel.

Kindergarten Enrolment

The Principal will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children, including the policy on immunisation.

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.

Early Enrolment of Students who are Gifted and Talented

School communities have a responsibility to provide a range of opportunities for their gifted and talented students.

In primary schools, Principals may decide that early entry to school of a student who is intellectually gifted and talented is appropriate to meet the student's educational, social and emotional needs.

When a student is being considered for early entry to Kindergarten, the school will carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This will be undertaken by the school counsellor or a registered psychologist.

Judgements about the student's emotional maturity may include input from the student's parents and the school counsellor or psychologist.

Enrolment in Special Classes for Students who are Gifted and Talented

In a number of government primary schools there are special classes, Opportunity Classes (OC), for academically gifted and talented students. For the Hastings network, **Port Macquarie Public School** gives provision of an Opportunity Class. This would mean a full time enrolment at that school.

These classes usually operate in Years 5 and 6 with students being nominated and assessed during Year 4.

Enrolment of Students with Special Learning Needs

Students with Disabilities

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

- * Individual funding support available through a rigorous application process. It involves school executive and counsellors, in consultation with parents, writing a detailed request (access request) based on detailed professional information from health professionals including Child Psychologists, Paediatricians, Speech Therapists and Occupational Therapists. Funding support is not guaranteed.
- * Placement in a Support class at a school providing this service. **Kendall, Lake Cathie, Port Macquarie, Wauchope and Westport Public Schools** provide this service in the Hastings and Camden Haven areas. Once again, an application process is involved.

When considering the enrolment of a student with a disability, all these provisions should be considered.

The decision on where to enrol a student with a disability, and with what level of support, will depend on a number of factors, including the student's educational needs, the expressed desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

Requests for enrolment in special classes or special schools are considered by a district placement panel.

The *Special Education Handbook for Schools* contains descriptions of services available, eligibility criteria for access to services and procedures to be adopted in enrolling students with disabilities.

Further information is available from the Special Education Directorate, telephone (02) 9886 7385, facsimile (02) 9886 7377.

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.

Refer to *Procedures Concerning Suspension, Exclusion and Expulsion of Students from School and Declaration of Place Vacant*, June 1996, available from Student Welfare Directorate.

Transition to High School

From 2022 (Yr 6 Students 2021), students from Lake Cathie Public School, that live in Lake Cathie will be zoned for Hastings Secondary College. Hastings Secondary College has two campuses, Port

Macquarie Campus and Westport Campus. Students from Lake Cathie Public School that live in Bonny Hills will be zoned for Camden Haven High School.

Enrolment Guidelines Hastings Valley Community of Schools (HVCS)

Enrolment Cap

This refers to both the Accommodation Cap and Staffing Cap. A school is within the Enrolment Cap or Enrolment Buffer if it is within the cap due to either their accommodation or staffing.

Accommodation Cap

An Accommodation Cap for a school is established centrally, based on available permanent accommodation. Demountable classrooms are not usually counted towards the Accommodation Cap unless new or replacement accommodation is under construction. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local enrolments retained otherwise.

Within the Accommodation Cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. The size of the Accommodation Buffer will differ in each school based on historical data, enrolment fluctuations and on the number of families moving into or out of the area. The size of the Accommodation Buffer is set locally by the Principal and approved by the Director, Educational Leadership. It is reviewed annually and set in time for assessing applications for the following year's enrolment intake. Places in the Accommodation Buffer are not to be offered to non-local students. Changes and updates will be communicated to the Director, Educational Leadership as required.

Principals will provide the relevant information to the Director, Educational Leadership using Appendix A.

Staffing Cap

Schools receive a Staffing entitlement from the department based on the number of enrolled students. The Staffing Cap is the number of enrolment places at which the school is entitled to an additional teacher and this cap may only be reached due to the enrolment of local students. The Staffing Buffer is the places before the cap set aside to ensure the Staffing Cap is only reached through the enrolment of local students. It is reviewed in consultation with the Director, Educational Leadership.

Local Enrolments Procedure

Designated local enrolment areas are determined by the Department of Education and are available on [School Finder](#) as well as each school's website. Your child is eligible to enrol at the school that is zoned for their **permanent and principle place of residence**.

Proof of residence within the school intake area.

The school will seek evidence demonstrating local residential status through the provision of current original documents. Three forms of documentation will be required.

Parents applying to enrol their child at a school that is near or at its enrolment buffer or enrolment cap will be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area. This means parents will need to provide documents to verify the child's current address. So that schools only seek information relevant to the child's enrolment, a list of

approved documents for the residential address check is available from the school or page 9 of the [General Enrolment Procedures](#).

In exceptional circumstances and in consultation with the Director, Educational Leadership, the Principal can waive or vary the 100-point residential address check.

Please note: It is a criminal offence to provide a statutory declaration you know to be false for the purpose of gaining entry to a school.

See Appendix B for Enrolment process flowchart

Non-Local Enrolment Procedure

- Schools provide enrolment status and application information to families when approached in regards to non-local enrolment (See Appendix E for same application form)
- Principal contacts the student's local school Principal to make them aware of the enrolment inquiry
- School procedures apply for receipt and processing of non-local enrolments. (See Appendix D Flowchart) A HVCS Process for local consideration is also used. (See Appendix F Flowchart)
- If the school is above the accommodation cap, within or nearing the accommodation buffer or within the staffing buffer, the application will not be approved. This will also occur if the school is classified as "Under Construction". Relevant communication is made to the applicant. (See Appendix G)

Enrolment of non-local siblings.

This will depend on the capacity of the school. Capacity can be determined as:

- 1) Below their accommodation buffer
- 2) Nearing their accommodation buffer
- 3) At or above their accommodation buffer

If the school is below their accommodation buffer, non-local enrolment applications will be considered against the Selection criteria for non-local enrolment. This criteria will be universally applied and be non-discriminatory. Applications for enrolment from siblings of currently enrolled students will be prioritised.

If the school is nearing their accommodation buffer, a non-local enrolment panel will be formed to consider applications against the selection criteria for non-local enrolment. This criteria will be universally applied and be non-discriminatory. Applications for enrolment from siblings of currently enrolled students will be prioritised and schools should, where appropriate, quarantine spaces for the enrolment of below school-age siblings of currently enrolled non-local students.

If the school is **at or above their accommodation buffer**, they will not accept non-local enrolment applications.

Selection criteria for non-local enrolment

The selection criteria for non-local enrolment applications in the Hastings Network includes the following priorities:

- Siblings already enrolled at the school

- Safety and supervision of the student before and after school
- Recent changes in the local intake area boundaries
- Compassionate circumstances, such as medical reasons or significant concerns impacting on the student's wellbeing

(See Appendix F Flowchart)

Non-local enrolment procedures for families who have moved

If a family has students enrolled in one school, then moves home into a different school's intake area, students already enrolled at a school are entitled to continue their schooling in their current school.

Siblings who have not been enrolled at the previous school will be directed to apply to their local school for their new address.

If the family moves into the intake zone of a school that is already at capacity, they may seek to enrol siblings as a non-local enrolment under the "zero impact" clause.

Enrolment panel

The composition of the enrolment panel is determined locally and will consist of one executive staff member to chair the panel and at least one teaching or non-teaching staff member nominated by the school Principal and one school community member nominated by the school's parent organisation. Applicants for non-local enrolment must be advised that the panel will include a school community member and all panel members should be asked to confirm they have no conflict of interest when considering the application. It is preferable that the Principal is not the chair or the executive member on the panel so that appeals in the first instance can be considered by the Principal.

Some schools may be unable to create a full panel due to issues such as remote location and/or the staff consists of a single teaching Principal. The Principal will determine the most equitable method of assessing enrolment applications in partnership with the Director, Educational Leadership. The panel considers non-local enrolment applications in a timely manner.

In considering applications, the panel assesses only the information and supporting documentation presented on the non-local enrolment application form, available from the school. The decision made by the panel must take into account the enrolment caps and the buffers retained for local students arriving later in the year.

The panel records all decisions and keeps minutes of meetings, which are to be available on request by the Principal and Director, Educational Leadership. The chairperson ensures that the established criteria are applied equitably to all applicants. The school will notify parents of the result of their application. Parents may request a written explanation of the decisions of the panel.

Waiting list

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel.

Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies.

Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the Principal and sets out the grounds of the appeal. If necessary, the Principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the Principal is not on the enrolment panel, the Principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership. The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.

Jock Garven

Principal, Lake Cathie Public School (Policy Updated: March 2024)

Based directly on the Enrolment of Students in NSW Government Schools Policy, 1997 and the Revised Enrolment Policy July 2019.