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# SHELL COVE PUBLIC SCHOOL

## Enrolment Policy

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Shell Cove Public School is part of the NSW government school system and provides high quality education to all school-age children.

All children who live in the designated 'intake area' for Shell Cove Public School are eligible for enrolment. Students can only be enrolled in one school at a time.

### Information required for enrolment in a Government school

The following documentation **must** be provided prior to enrolment:

- Child's birth certificate or identity documents
- proof of child's address such as current council rates notice, residential lease, electricity bill. Schools that are above or near their local enrolment buffer will use the [Department's 100-point residential address check](#)
- immunisation history statement from the Australian Immunisation Register
- any family law or other relevant court orders, if applicable
- if your child has health, disability or other support needs you will need to provide copies of medical/healthcare or emergency action plan and evidence of any disability and learning and support plans.

### Kindergarten

- All children must be in compulsory schooling by their 6th birthday.
- Children can start kindergarten at the beginning of the school year if they turn 5 on or before 31 July that year.
- Students should start school at the beginning of the school year.

### Children with a disability or special learning needs

The school is committed to the inclusion of diverse learning needs but will need to establish prior to enrolment, that the school has the capacity to meet the child's needs. The enrolment of children will be in the context of the child's best interests and non-discriminatory criteria.

In order to ensure students' needs are established and can be met prior to enrolment, parents of children with particular needs are required to:

- attend a meeting with the principal;
- provide all professional assessments and reports;
- provide information about prior schooling history and give approval for SCPS to seek information from previous schools.

### Non-local (out of area) enrolments

Application from non-local students will be considered against criteria developed in consultation with the school community whilst adhering to DoE policy and procedure. A separate non-local enrolment application must be made.

In accordance with DoE policy, an 'out of area' placement panel consisting of the Principal, a staff member and a parent representative will meet to discuss applications. Non-local enrolments will only be considered if there are places available within the school.

The criteria for accepting non-local enrolments may include:

- siblings of current students
- structure and organisation of the school
- urgent family circumstances
- medical reasons
- safety and supervision of the student before and after school
- proximity and access to the school

Criteria will be applied equitably to all students.

Transfers from neighbouring schools will only be accepted after discussion and agreement between the principals of both schools that the transfer is in the best interest of the student.

A waiting list may be established for non-local students who wish to be considered if a place becomes available. The list will remain valid during the current intake period only.

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal must be made in writing, addressed to the principal and set out the grounds of the appeal.

### **Enrolment of Students who are not Australian citizens**

Temporary residents must submit an application to the Temporary Residents Program to enrol in a NSW Government school in accordance with [the Enrolment of Non Australian Citizens - Procedures and Eligibility](#).

Temporary residents may be enrolled at a school if the school can accommodate the enrolment. If a school is at capacity, temporary residents must be referred to the next available school/s with capacity.

International students and temporary residents seeking to enrol from another NSW Government school, a non-government school or from outside NSW must be referred to DE International and the Temporary Resident Program. Prior to enrolment, these students require an Authority to Enrol (ATE) and payment of fees (if applicable).

### **Behaviour of students**

A student currently on suspension from another school will be refused enrolment and is not entitled to be enrolled at Shell Cove Public School.

Likewise, enrolment may be refused to students on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage the behaviour.

For detailed information regarding the enrolment of students in a government school in NSW please refer to the following link <https://education.nsw.gov.au/policy-library/policies/pd-2002-0006>

### **USEFUL LINKS:**

[General Enrolment Procedures](#)

[School Finder](#)

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