LEGISLATIVE CONTEXT
The Education Reform Act 1990 required students between the ages of six and seventeen to be enrolled at a government or non-government school and to attend school on each day that instruction is provided.

GENERAL ENROLMENT PRINCIPLES
A student is considered to be enrolled when he or she is placed on the admission register of a school.

A student should be enrolled in one Department of Education & Communities school only at a given time.

Parents may seek to enroll their children in the school of their choice.

Children are entitled to be enrolled at the government school that is designated for the intake area within which the child’s home is situated and that the child is eligible to attend.

School local areas are determined by the Department of Education & Communities through a process involving consultation between Properties Directorate and the Director of Schools.

Applicants for in area enrolment will be required to produce the following documents:
- Proof of identity, Australian citizenship or residency or visa status.
- Three documents which verify that the child resides in the local intake area. eg rates notice, utilities account, parent’s driver’s license or current rental agreement.
- Child’s birth certificate and immunization record.

Schools need to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.

The primary criteria for acceptance of non local enrolments will include the availability of appropriate staff and permanent classroom accommodation.

No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

ENROLMENT CEILING
The enrolment ceiling is based on the following recommended class sizes from the Department of Education & Communities. DEC’s policy states that classes need not exceed these numbers, however school organization from year to year may necessitate larger numbers in some classes.

<table>
<thead>
<tr>
<th>Year</th>
<th>Class Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>20</td>
</tr>
<tr>
<td>Year 1</td>
<td>22</td>
</tr>
<tr>
<td>Year 2</td>
<td>24</td>
</tr>
<tr>
<td>Year 3-6</td>
<td>30</td>
</tr>
</tbody>
</table>

The average recommended class size is therefore 28.

The enrolment ceiling is also based on available permanent permanent accommodation.
Permanent accommodation will be defined as buildings which have been continuously and permanently occupied for five years.

There are therefore 9 classrooms available for accommodation. This provides an enrolment ceiling of 252. This figure will be considered as flexible until the next review.

ENROLMENT BUFFER
The enrolment buffer is determined by the reservation of three student places per class level from Kindergarten to Year 6. This means that once enrolments reach 225, no places can be offered to non-local enrolments. Enrolment ceilings as per the DEC recommendations for each class are also taken into consideration. In the case of a composite class the grouping recommendation is based on the older group in the cohort. (An example being a K/1 class having an enrolment ceiling of 22). Therefore in addition no places can be offered to non local enrolments if the class is at or above the enrolment ceiling.

REFUSAL OF ENROLMENT
The Principal may refuse enrolment of a student on the grounds of previously documented violent behaviour as defined in the Department of Education & Communities Suspension and Exclusion of Students Policy. If there is evidence that the student has not learned the appropriate skills to manage or improve this behaviour, or the necessary support can be gained and put in place for the student, then the enrolment cannot proceed.

A child on suspension will not be enrolled until the suspension made by the previous school has been resolved.

TRANSFER APPLICATIONS
Under Department of Education & Communities policy the Principal must contact the previous school of all transferring students so as to implement any existing management plans for that student.

Students from other government or non-government schools may transfer to Seaham Public School within this policy’s guidelines. When students transfer from one NSW school to Seaham Public School, a student transfer certificate must be completed. If this certificate is not available the previous school will be contacted.

The District School Counsellor’s assistance may be required to establish the appropriate year and level of study for students from interstate or from a non-government school.

PLACEMENT PANEL
If the demand for non-local places exceeds availability, a placement panel will be established to consider and make recommendations on all non-local applications. The panel will consist of a quorum of the school representative and an executive member.

CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS
The following criteria will be applied equitably to all non-local applicants.

- Siblings already enrolled in the school;
- Safety and supervision of children before and/or after school;
- Special interests and abilities of the student;
- Specific programs or opportunities at Seaham Public School;
- Structure and organisation of the school;
- Compassionate circumstances (grandparents or caregivers living in school zone);
- Proximity and access to school.
WAITING LIST
A waiting list will be established if needed. Parents will be informed in writing if their child is to be placed on the waiting list.

APPEALS
Appeals against the panel’s decision need to be made in writing to the Principal. The Principal will seek to resolve the matter.

If the matter is not resolved at school level, the School Education Director will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

RESPONSIBILITIES OF THE PRINCIPAL
With regard to enrolment the Principal is responsible for:

- preparing an enrolment policy in consultation with the P & C;
- informing present and prospective members of the school community about facilities and opportunities;
- managing the school enrolments within the resources provided to the school;
- advising the School Education Director of enrolment trends in the school;
- maintaining accurate enrolment data.

RESPONSIBILITIES OF THE SCHOOL EDUCATION DIRECTOR
With regard to enrolment, the District School Education Director is responsible for:

- monitoring enrolment policies, procedures, numbers and ceilings at all district schools;
- making determinations for out of area placements which cannot be resolved at school level;
- monitoring school’s local areas in collaboration with Principals, School Education Director of adjacent districts where appropriate) and the Director of Properties.

CHANGING THE NAME OF STUDENTS IN SCHOOLS (from DEC Legal Branch)
Frequently when a family break up occurs one of the parents will change their surname. When a parent does change their name, it is commonly a wish that any children living with the parent also be known by the new family name. This may be contrary to the wishes of the other parent who may also retain parental responsibility for the child.

Common usage of name
Provided it is not for a fraudulent purpose, a person over the age of 18 can be known by any name they wish and the exclusive use of the new name is all that is required to effect the change. Contrary to popular belief, a deed poll does not of itself change a person’s name—it is merely evidence of the change in the name. A bank account, passport or driver’s licence in the new name serves similar purpose. The use of a new name can occur despite the person’s birth certificate indicating a different name.

Birth Certificate name
Most people will have access to a birth certificate which records the details of their birth as provided to the Registrar of Births, Deaths and Marriages. Usually the information has been provided by one or both parents. Subject to meeting certain requirements imposed by the Registrar, a person over the age of 18 can change the name recorded on the certificate. If an application for a name change is accepted, any extract copy of the birth certificate will be in the new name. Any full certificate issued will include details of the original name and any subsequent changes.
Children and young persons
Children and young people under 18 cannot change their own name either by common usage or by amendment of their birth certificate. Generally both parents need to consent to any proposed change of name. If parents are separated, one parent cannot change a child’s name irrespective of the fact that the child may reside with that parent.

If a parent wishes to change the name of a child, the parent must either obtain the consent of the other parent or obtain a court order unless the other parent is dead. A court will only make such an order if it is satisfied the change is in the best interests of the child.

Enrolment in schools and request to effect a change of name
Generally, NSW schools documents in relation to students under the age of 18 must indicate the birth certificate name of the student. Alternatively, where a birth certificate cannot be provided, records should be in the name indicated in the alternate documentation relied upon to seek enrolment (e.g., statutory declaration, passport, immigration papers). It is under this name the student is officially enrolled. If however, one of the following conditions apply, Principals and institute managers can enrol students under an alternate name or change existing records to indicate the new name:

- a signed consent from both parents indicating approval to use the new name is provided;
- a court order is provided authorising the use of the new name;
- a statutory declaration is provided by the enrolling parent indicating that the child has had no contact with the other parent or his or her whereabouts are unknown. While there is no specific legal requirement regarding a time period, it is considered advisable and in keeping with established practice to apply a five year time span for non contact with the other parent;
- a signed consent from one parent and proof that the other parent is deceased. This can take the form of a statutory declaration by the enrolling parent or a death certificate;
- a birth certificate has been issued in the new name;
- proof of adoption is provided;
- the Department of Community Services is responsible for the care of the child and the Department indicates the use of a new name for the child is appropriate, or
- evidence is provided that the parent and/or any child are subject to witness protection or some other similar scheme designed to ensure their safety and the use of a new name for the child is necessary to maintain the safety and well being of the parent and or child.

If a change of name for a student is effected on the basis of one of the above conditions being met and a parent objects to the change, the parent should be advised that any further change will only be made if there is a court order or written agreement of both parents.

Students aged 18 years or more are entitled to be enrolled in whatever name they choose.

POLICY REVIEW
This enrolment policy will be reviewed annually by the Principal and the P & C. It was last reviewed in June, 2012.
NON-LOCAL PRIMARY SCHOOL PLACEMENT  

INFORMATION FOR PARENTS

Please read carefully before completing this form

Parents may apply for the non-local enrolment of their child in schools of their choice in addition to their designated local school.

Reasons choosing non-local placements may include:

- Proximity and access to the school
- Siblings already enrolled at the school
- Access to single-sex education
- Medical reasons
- Safety and supervision of the student before and after school
- Availability of subjects or combination of subjects
- Special interests and abilities
- Compassionate circumstances
- Structure and organization of the school

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they request it.

The number of students a school may enroll is limited by the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodation of local children. To avoid disappointment, parents should check that there are places available in a school before applying.

Once a student enrolls in a non-local school, transfer to another non-local school will only be possible in exceptional circumstances. Transfer to the student’s local school will be allowed if space is available.

Parents can appeal against decisions regarding non-local placement.

FORWARD THIS FORM TO THE PRINCIPAL OF THE NON-LOCAL PRIMARY SCHOOL AT WHICH YOU ARE SEEKING PLACEMENT.
### A: STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Date of Birth</td>
<td><strong>/</strong>/____</td>
</tr>
<tr>
<td>Given Names</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Male</td>
<td>[ ]</td>
</tr>
<tr>
<td>Female</td>
<td>[ ]</td>
</tr>
<tr>
<td>Address</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Home Phone</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Post Code</td>
<td>_________</td>
</tr>
<tr>
<td>Work Phone</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Parent/Guardian’s Name</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Relationship to Student</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Present School</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Present Year/Grade (K-6)</td>
<td>___________</td>
</tr>
</tbody>
</table>

### B: NON-LOCAL SCHOOL PLACEMENT REQUEST

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Applied For</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Year/Grade</td>
<td>___________</td>
</tr>
<tr>
<td>Proposed Date of Enrolment</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Reasons for Application</td>
<td>_____________________________</td>
</tr>
<tr>
<td>(Attach any further information that you feel may be relevant)</td>
<td></td>
</tr>
<tr>
<td>I have also applied for enrolment at the following non-local school</td>
<td>_____________________________</td>
</tr>
<tr>
<td>and at my local school</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Parent/Guardian’s Signature</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Date</td>
<td>_____________________________</td>
</tr>
</tbody>
</table>

### C: SCHOOL USE ONLY

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received</td>
<td>___________</td>
</tr>
<tr>
<td>Place Available</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Parent Advised On</td>
<td>___________</td>
</tr>
<tr>
<td>Notes</td>
<td>_____________________________</td>
</tr>
</tbody>
</table>