Mount Kuring-gai Public School
Enrolment Policy (2014)
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Rationale:
• All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

Aims:
• To provide an efficient process of enrolment that satisfies the needs of both students and the school.
• All enrolments will be in accordance with the NSW DEC Enrolment policy.

Implementation:
• All children who are eligible to attend a school are welcome to attend our school.
• Students enrolling at our school as part of a Kindergarten intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) an immunisation certificate and relevant medical health registrations.
• A child who is less than the minimum age of entry for school but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
• Other parents seeking early age entry for their children must make a written application to the supervising Director of Schools.
• Information regarding the enrolment of overseas students can be obtained from the school.
• Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the supervising School Education Director.
• All enrolments will require the completion of the departmental ‘Confidential Student Information Enrolment Form’, with details entered immediately on our enrolment software.
• Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student within the MKPS drawing area (a copy of the drawing area can be obtained from our school office), or if the student seeking enrolment is from a non-government school, or if a student has a sibling enrolled at MKPS, or if the resources and size of MKPS will assist in developing appropriate social programs for the student.
• Our Assistant Principal / Principal will contact Principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling) and to discuss any academic or behavioural matters. The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.
• Students will be allocated to classes according to a combination of class size and student need.

Out of Enrolment Area Applications
Due to the unique location and historical practices, MKPS has accepted out of area (Non-Local) enrolments from parents. This, however, cannot be guaranteed.

• Non-local applications may be considered by the school’s enrolment panel, according to the department’s policy and subject to selection criteria.
• Non-local application forms are available from the office and should be completed in accordance with this policy. You may collect in person or have an application package mailed to you for your consideration.
Criteria for selecting amongst non-local enrolment applications should be documented and will be made available, in advance, to parents who are interested in enrolling their children. Criteria could include factors such as (criteria are not listed in a priority order):

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- access to emergency contacts
- special interests and abilities
- compassionate circumstances
- structure and organisation 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.

Waiting Lists: Waiting lists may be established for non-local students. Parents should be advised in writing if their child is to be placed on a waiting list and his or her position on it. Waiting lists are current for one year.

Appeals: Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. Where required, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter. If the matter is not resolved at the local level, the relevant Director of Schools will consider the appeal and make a determination.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Evaluation:
- This policy will be reviewed as part of the school’s three-year review cycle.

Glenn O’Neill  
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Principal