

# GRAFTON PUBLIC SCHOOL

## ENROLMENT GUIDELINES



### Starting School Age

Children can enrol for Kindergarten from the beginning of the school year if they turn 5 on or before 31 July that year. Students are tested prior to commencing Kindergarten using 'Best Start' and the teacher who conducts the test will be able to discuss each child's school readiness with their parents/carers. All children must be enrolled in school by their 6th birthday. Students should start school at the beginning of the school year.

### Documents required

- child's birth certificate or identity documents
- completed enrolment form
- proof of child's address – current council rates notice, residential lease or electricity bill
- immunisation history statement from the Australian Immunisation Register (AIR)
- any family law or other relevant court orders (if applicable)

### Local School

NSW public schools have defined local enrolment areas. This means that your child is entitled to enrol in a particular school based on his or her residential address. Every public school reserves enough places within their school for students in their local enrolment area. The Grafton Community of Schools (GCoS) have set zones for enrolment Grafton Public School encompasses the following boundaries:

1. North – including sections of North St and all of Junction Hill (shared with Westlawn PS)
2. East – to the Clarence River
3. West – including sections of Milton St
4. South to the Clarence River

### Out of Zone Enrolments

Grafton Public School will accept out of zone requests from any interested parents/carers. In the first instance the current school of the applicant will be contacted by GPS to clarify that they are aware of this application and ascertain if they have any issues/reservations or information with respect to this application. Once this initial information gathering stage is satisfactorily completed, the enrolment process will commence whereby the parent/guardian will complete the Out Of Zone enrolment application form. This will then proceed to our Out of Zone Placement Committee which comprises of the Principal (or nominee), the Senior Administration Manager and a Parent Representative (nominated by the P & C.). The school will acknowledge receipt of the application and the committee will consider and respond to each request within a 15 day working period, or by the end of each school term, whichever comes first. In the interim the applicant (student) is still required to attend the school at which he/she is enrolled. In the case of Kindergarten enrolments starting school for the first time, parents will be notified by the end of November, after we confirm our local enrolment numbers, as to whether their child can enrol for the following year.

The following criteria will be used in assessing each request:

1. Does the child have immediate siblings attending the school or who have attended the school? (with the exception of Support Unit placements).
2. Will this ensure the child's long term welfare and/or safety and supervision, before and after school?
3. Will this enrolment create travel problems for the pupil?
4. Are there any medical/access reasons for applying for this placement?
5. Is there a placement available within the grade or grades? (refer to NB below)
6. Is this an initial kindergarten enrolment?
7. Is this a move from a non – government school?
8. Is this a change of residence? (Supporting evidence supplied e.g. leasing or internet agreement, rates)
9. Do the parents support our:
  - Achievement and Discipline Guidelines? (on the school web page)
  - educational programs, philosophy, structure and organisation? (on the school web page)

- Parent Code of Conduct? (on the school web page)

-Uniform, Attendance and Welfare Guidelines? (on the school web page)

10. Are there other circumstances or considerations that require reviewing? Is this application the result of a disagreement with another school with respect to the schools/states policy application? Has this been addressed/resolved with the Principal?

11. Does this student have any history of:

- Being suspended from/at another school (including pre-schools)?

- Poor attendance?

- Non-compliance and/or anti-social behaviour that has infringed upon the safety of others?

12. Is this a request for access to the enrichment class program? Support Unit class?

**N.B.** Grafton Public School keeps an enrolment buffer of 2 pupil places in each class in the grade for anticipated local enrolments. Our school permanent building capacity is 730 pupils.

If placement is approved, the Principal (or nominated representative) will contact the applicant by phone followed with a written offer of placement and inform the local school of the decision to accept this application. If placement is deemed unavailable, the applicant may request to be placed on a waiting list until a vacancy occurs.

Where a parent/guardian wishes to appeal against the decision of the Out of Zone Placement Committee, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved at the local level the applicant may then appeal to the School Education Director who will consider the appeal and make a determination.

#### **Students moving to Grafton Public School from another school**

New enrolments will be asked to attend an interview with the Principal or Deputy Principal. This is an opportunity to inform the Principal of any special circumstances, allergies, health, behaviour or medical conditions before your child starts school. Grafton Public School will contact the Principal of the previous school and may complete a risk assessment if deemed necessary. You will also be asked to bring the following documentation with you.

- child's birth certificate or identity documents
- completed enrolment form
- proof of child's address – current council rates notice, residential lease or electricity bill
- immunisation history statement from the [Australian Immunisation Register \(AIR\)](#)
- any family law or other relevant court orders (if applicable)
- school reports from previous school (if applicable)

Will Randall  
PRINCIPAL  
(March 2017)