

# APPLICATION FOR NON-LOCAL SCHOOL ENROLMENT

Please read the information for parents on the back of this form

## A. STUDENT INFORMATION

Family Name:	Date of birth:	
Given Names:	<input type="checkbox"/> Male	<input type="checkbox"/> Female (Tick one)
Address:	Home Phone:	
	Work Phone:	
Parent/Guardian's Name:	Relationship to Student:	
Present School:	Present Year/Grade (K-12):	

## B. NON-LOCAL SCHOOL PLACEMENT REQUEST

School applied for:	Year/Grade:
Proposed date of enrolment:	
I have also applied for enrolment at the following non-local school:	
And at my local school:	
Parent/Guardian's Signature:	Date:

## SCHOOL USE ONLY

Date Received:	Place Available:	Parent Advised On:
Notes:		

*Please place school stamp here*

**Southern Cross School K-12**

**Phone: 0266 860 503**

**Fax: 0266 860 508**

**Email: sthcross-c.school@det.nsw.edu.au**

**Acting Principal: Mr Alan Orchard**

**Principal's Signature:**

**Date:**

**FORWARD THIS FORM TO THE PRINCIPAL OF THE NON-LOCAL SCHOOL AT WHICH YOU ARE SEEKING PLACEMENT**

### Reasons for seeking this particular school

Name of parent/guardian [PLEASE PRINT]

Date:

*R:\SassK12\website docs\downloadable forms\application for non local school enrolment print version.doc*



# Southern Cross School K-12

Chickiba Drive, East Ballina NSW 2478

Phone: (02) 6686 0503

Fax: (02) 6686 0508

## **ENROLMENT POLICY**

### Principles

1. A student is considered enrolled when he/she is placed on the admission register.
2. A student may only be enrolled in one school at any given time.
3. Students are entitled to be enrolled at a government school that is designated for the intake area in which he/she resides.
4. The intake area for Southern Cross School has been determined and approved by the Department (see attached map).
5. Parents may seek to enrol their child at a school of their choice.
6. Enrolment in the school will not be finalized until the student's records from the previous school have been received.
7. Acceptance of non-local placements will be dependent on the availability of appropriate staff and permanent classroom accommodation.

### **Non-Local Enrolment Policy:**

#### Enrolment Buffer:

A buffer of 5% in each year cohort is currently maintained to allow for families moving into the designated local area during the school year.

#### Placement Panels:

This panel considers all non-local enrolment applications.

The Southern Cross School K-12 panel consists of the Principal, one K-12 DP and a school community member nominated by the school's P & C Branch.

The chair of the panel is the Principal who has a casting vote.

The panel will

- (i) Apply the enrolment buffer in the 1st instance.
- (ii) Consider only the information presented on the application form
- (iii) Apply the established criteria equitably to all applicants where a place is available
- (iv) Provide parents with a written explanation of the panel's decision, should it be requested.

#### Criteria:

The following will be taken into account in considering each application

- Safety and supervision of the student before and after school.
- Availability of curriculum
- Siblings already enrolled at the school
- Compassionate circumstances
- Structure and organisation of the school
- Special interests and abilities

#### Waiting Lists:

When a waiting list is established, parents will be advised in writing of their child's placement on the list. 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 who will seek to resolve the matter.

Where the Principal has been unable to resolve the matter, the district superintendent will make a determination.

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

### **Refusal of Enrolment:**

The Principal may refuse the enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learnt the appropriate skills to manage behaviour.

### **Enrolment of Students with Disabilities:**

The Principal will determine the enrolment status of students with disabilities, and will inform the parents following consideration of all aspects of the Integration policy, including the availability of resources to support the enrolment.

Parents, the District School Counsellor, Special Education Consultant and relevant classroom teacher/s will be consulted during this process.

### **Kindergarten Enrolments:**

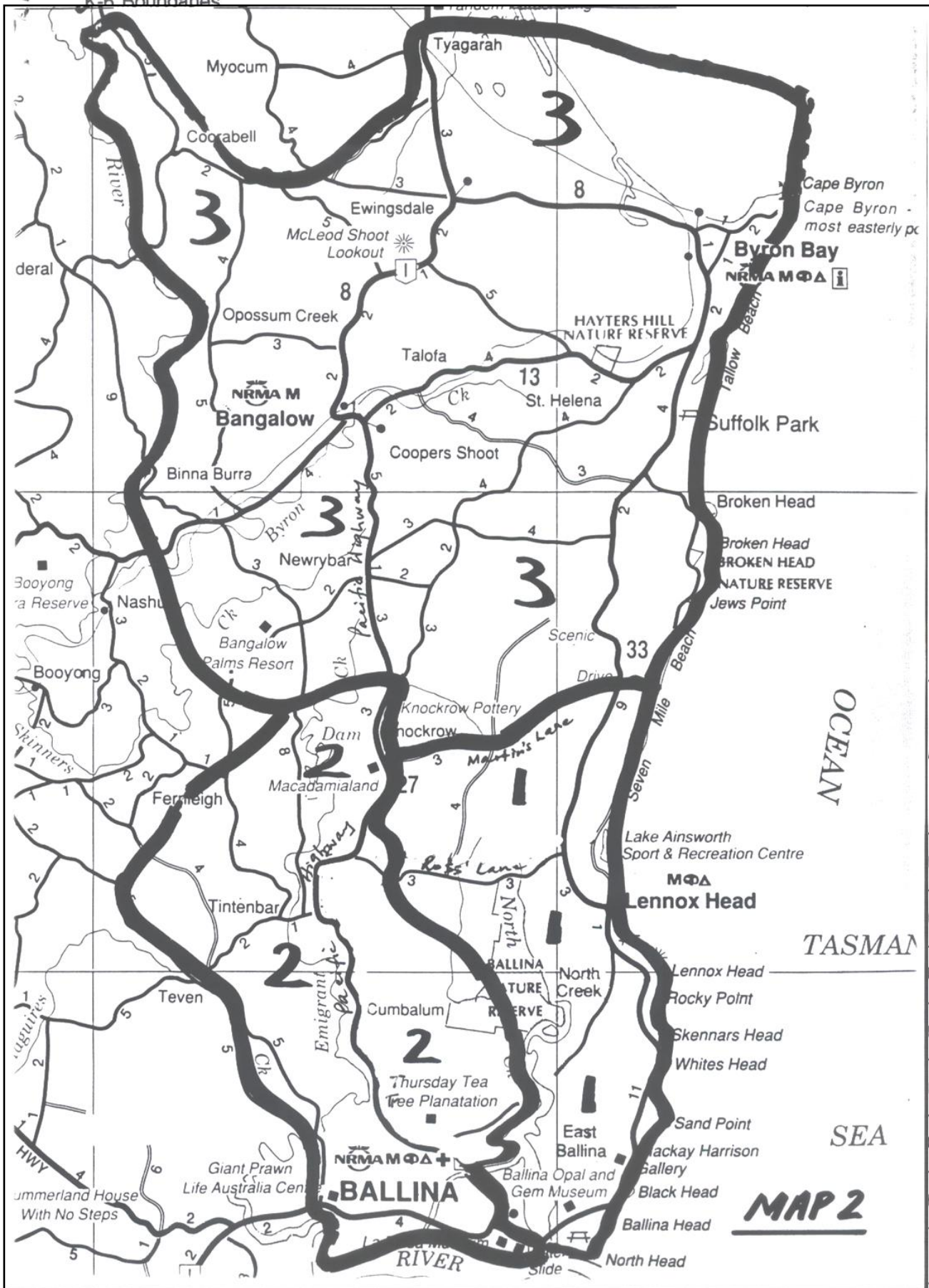
Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year. Proof of age is required on enrolment. Enrolment will usually occur during the first week of the school year, although enrolments may be accepted up until the end of term 2. Children who have reached the age of six years may be enrolled at any time during the year.

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunization status on enrolment at school. Where parents choose not to immunize their children, the child will be required to remain at home for the duration of an outbreak of vaccine preventable disease.

Where a student is being considered for early entry to Kindergarten on the basis of being gifted/talented, the school counsellor will undertake a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. Input from parents will be considered as part of the evaluation.

### **Short Term Enrolments:**

If a child is enrolled for a period of less than one term, the child will not be formally enrolled but a record of attendance will be kept. The record will be forwarded to the home school at the conclusion of the short-term enrolment.



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**MAP 2**

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