

The Channon Public School

ENROLMENT POLICY

2018



School Policy

According to Departmental Policy, parents may seek to enrol their child in the school of their choice and their children are entitled to be enrolled at the government school that is designed for the intake area that the child's home is situated.

Notwithstanding the above, non-local students can be enrolled at the school of parents' choice provided that such placements do not generate demand for extra staff or create disruption to school routine.

In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their race, religion, ethnicity or disability.

The Channon Public School Local Area

A map of the school area can be found at the "School Finder" website <https://education.nsw.gov.au/school-finder>
You can type in the school name or alternatively provide your residential address.

The Channon Public School's Enrolment Ceiling

The enrolment ceiling for The Channon Public School is based on the DoE policy on class sizes. Our current enrolment ceiling is 52 students.

Criteria for Selection of Enrolment Applications

The selection criteria for The Channon Public School:

1. Repeating students.
2. Local area students.
3. Siblings of non-local students already enrolled.
4. Non-local students – consideration will be given to the following factors in priority.
 - a) Proximity to the school.
 - b) Closest school to their residence.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. If the matter is not resolved at the local level the Director of Schools Richmond Valley (Peter Campbell) will consider the appeal and make a determination. He or she will consult with the relevant principals and school communities as necessary.

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

Kindergarten Enrolment

Each year the principal will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children, including the policy on immunisation.

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.

Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.

The Principal is to ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children.

The Channon Public School Procedures for Kindergarten Enrolment

1. Parents will be advised that applications for enrolment are available from the school and should be completed prior to the end of Term 3 each year. They will also be advised of the policy regarding non-local enrolment and be requested to complete an application for non-local attendance.
2. Details of addresses given for local enrolment will be checked for accuracy.
3. The placement panel will meet prior to the end of Term 4 (only if anticipated enrolments reach 52 students). They will consider all applications and make decisions based upon this stated policy.
4. If step 3 is necessary, the school will then notify parents of successful and unsuccessful applications, advising parents of this policy, reasons of non-acceptance, and of waiting lists in applicable.
5. An orientation program will be held during November each year giving an opportunity for parents to be more fully informed about the school and procedures as well as easing the transition of children into Kindergarten.