



RAMSGATE PUBLIC SCHOOL

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Ramsgate Public School **Enrolment Procedures (Updated 2018)**

Rationale

Policy based on the Department of Education and Communities Enrolment Policy 'Enrolment of Students in Government Schools: A Summary and Consolidation Policy'. August 1997

The school presently has room for 23 classes. This accommodation is made up of:

- 19 classes in permanent buildings
- 2 classes in portable timber buildings
- 2 classes in the MDR

Local area enrolments

All students who live in the local area are eligible for automatic entry to the school.

All families residing in the local school zone are welcome to enquire about the school, seek an interview and/or inspect the school.

When considering an application which is an initial enrolment in a New South Wales government school for the child, the following documentation is required:

- a completed Application to Enrol form; . The form is available to download at <http://www.schools.nsw.edu.au/gotoschool/enrolment/index.php>.
- proof of residence within the school zone; property ownership or tenancy documents in the name of the applicant's parent or utility statements which display the name and local address of the parent
- proof of date of birth (usually a birth certificate or passport)
- proof of citizenship or visa class if both parents are born overseas (or single parent); and
- immunisation certificate.

Enrolment cannot be finalised without the above documentation.

Students residing in area but with another family will need to produce documentation to establish their local area status.

If the child has previously been enrolled in a New South Wales government school the following documentation is required:

- a completed Application to Enrol form;
- proof of residence within the school zone (as above)
- proof of date of birth (usually a birth certificate or passport)
- proof of citizenship or visa class if both parents are born overseas (or single parent); and
- immunisation certificate

Some of this information may be available from the previous school which will also provide information regarding any past violence or behaviour support and learning support programs. If the child requesting enrolment lives in the school zone, enrolment is accepted when the above documents are sighted and the Principal is informed that there is no previous history adversely affecting enrolment. If the Principal is informed of previous history that affects enrolment, starting will be delayed until appropriate support has been obtained

Out of area enrolments

All families residing out of the local school zone are encouraged to seek enrolment at their local school but are welcome to enquire about out of area enrolments, and attend scheduled information sessions. If they choose to complete an enrolment form, they must attach a written statement outlining the reasons for the request. Parents of NESB will be offered the assistance of an interpreter if required.

A decision regarding the enrolment of any non-local students will be made by the Principal. This decision will be based on:

- the number of teaching spaces available; and
- that sufficient buffers be left to accommodate possible new local enrolments throughout the year
- siblings already enrolled at the school
- students with special needs who require accessibility
- recommendations from government agencies such as FACS.
- medical reasons
- proximity and access to the school
- safety and supervision of the student before and after school
- special interests and abilities
- compassionate and / or special family circumstances

Please Note: Satisfying one or more of these criteria does not guarantee enrolment. An offer of enrolment will only be made to non-local applicants if places are available. These are not based upon a first come bases but upon consideration against the criteria.

For applications made for enrolment for the following year, a decision will be made towards the end of term three, by the Principal and Deputy regarding the availability of space for enrolment of any non-local students. Parents will be informed of this decision in writing. If places are not available, parents will be offered the option of being placed on a waiting list.

For applications made during the year a decision will be made within ten days of the application and the applicant will be informed in writing. If places are not available, parents will be offered the option of being placed on a waiting list.

International Fee Paying Students

International fee paying students may apply for enrolment at this school.

Their applications must be made using the NSW Government Schools International Students Application Form through the International Students Centre. The Centre is responsible for the verification of status of these students.

The school will consider these applications in light of the availability of places.