Any child between the ages of six and seventeen is required to be enrolled at a government, registered non-government school or training, and is to attend each day that instruction is provided or to be registered for home schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

General Principles Governing Enrolment

A student is considered to be enrolled when he or she is placed on the admission register of a school. Children are entitled to be enrolled at the government school that is designated for the intake area within which the child’s home is situated and that the child is eligible to attend.

Fassifern Public School’s intake area is determined by the NSW Department of Education and Training, the Properties Directorate and the School Education Director. A map of the intake area is attached. No person will be discriminated against enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Kindergarten enrolment applications are only accepted after Day 1 of Term 2, for the following year.

Enrolment Ceiling and Buffer

All students of school age who live within the Fassifern Public School zone are entitled to enrol at the school.

Fassifern Public School has an enrolment ceiling based on 3 permanent classrooms and providing a buffer to accommodate designated intake area students enrolling throughout the year.

A buffer of 2 local students per class for local enrolments

In the event that vacancies exist outside of the "buffer" an "Out of Zone" application will be considered by a placement panel.
Class Ceilings

<table>
<thead>
<tr>
<th>Class</th>
<th>Capacity</th>
<th>Number</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>K/1</td>
<td>20</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2/3</td>
<td>24</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>4/5/6</td>
<td>30</td>
<td>1</td>
<td>30</td>
</tr>
</tbody>
</table>

The above table shows Fassifern Public School’s class makeup based on 3 permanent classrooms.

Actual Enrolments 2015

<table>
<thead>
<tr>
<th>Class</th>
<th>Students</th>
<th>Buffer</th>
<th>Non Local places</th>
</tr>
</thead>
<tbody>
<tr>
<td>K/1</td>
<td>17</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2/3</td>
<td>17</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>4/5/6</td>
<td>18</td>
<td>2</td>
<td>10</td>
</tr>
</tbody>
</table>

Local Enrolment Applications

A student whose address falls within the designated intake area will be entitled to enrol at Fassifern Public School in accordance with the policies of the NSW Department of Education and Training. Proof of residence is required to substantiate the application. The school must sight original documentation of either Council Land Rates or Rental Lease Agreements. Two other documents must also be provided. Water rates, Gas account, Electricity account or Medicare account are the acceptable forms of documentation. All documents must be in the parent/s name and will be confirmed by the school.

- Children may enrol for Kindergarten if they turn five years of age on or before 31 July in that year. Original documentation providing proof of age is required. Either birth certificate or passport can be used to provide this information. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.
- All parents enrolling children must produce a proof of immunisation status. Parents can find out more by reading the NSW HEALTH guidelines regarding procedures for a child who is not immunised.

An interview with the Principal or delegated executive member will be held with all new enrolments. A checklist form will be completed during the interview to determine any special needs including ESL and funding support for disabilities.
Non Local Enrolments

Applications for non-local enrolments will be considered only when there are places available in the school. The enrolment will not create the need for additional staff and accommodation under any circumstances. If the above criteria are met, the following could be considered.
1. Siblings are already enrolled at Fassifern Public School.
2. Have siblings who have attended Fassifern Public School in the past.
3. Chronological position on the waiting list (numbered and dated).

From the chronological waiting list the following criteria will be used to consider non local enrolments (not listed in any priority order).
- Proximity and access to Fassifern Public School.
- Before and after school care arrangements.
- Special interest and abilities
- Extreme compassionate circumstances
- Extreme medical reasons
- Substantial student welfare/wellbeing interests
- Students who leave the school and then return (out of area only)

Kindergarten Non local enrolments

Fassifern Public School understands the anxiety that surrounds parents of children moving into Kindergarten. The above non-local procedure still applies but staff will endeavour to ensure timeframes are suitable for the preparation of new students surrounding any non-local decision. These timeframes take into account the requirements that DoE have on the submission of anticipated and actual numbers. Parents will be informed by the end of Term 3 (in the year previous to Kindergarten starting school) and then within a two week period of applications and principal interview, after that time.

As a member of the Pondee-Konara Community of schools, Fassifern Public School and other local schools work together and have an agreement to support each other. As part of this agreement all non-local enrolment enquiries will meet with the principal, as well as be required to complete a non-local enrolment application. The local principal will be informed of non-local enrolment enquiry and given the opportunity to resolve any issues preventing local enrolment. If the issues are unable to be resolved, students meet all enrolment requirements and there are spaces available under the non-local buffer then a student will be admitted.

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 School Education Director will consider the appeal and make a determination. The School Education Director will consult with the Principal as necessary.
**Immunisation**

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child’s immunization status on enrolment in schools.

Information is contained in the booklet, Immunisation—An Essential Guide to the New School Entry Requirements, which is available from Student Welfare Directorate.

Parents have the right of not having their children immunized. However, under the Public Health (Amendment) Act 1992, in the event of an outbreak of a vaccine preventable disease, unimmunized children will be required to remain at home for the duration of the outbreak.

For more information on the enrolment procedures and requirements of the Department of Education please visit the following website.  

**Fassifern Public School Intake Zone**