

**Burren Junction  
Public School**

# Enrolment Procedures

Updated September 2019

NSW Department of Education

Burren Junction Public School

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## Enrolment Procedures

This policy and associated documents are located on the Burren Junction Public School's web page, [www.burrenjunc-p.schools.nsw.edu.au/policies](http://www.burrenjunc-p.schools.nsw.edu.au/policies). Teachers may seek paper copies from the school server: Teacher; DoE; Policies; Enrolment.

### Rationale:

The government school system in New South Wales exists to provide high quality education for all students. The Education Reform Act 1990 outlines the objects of education and the legal requirements for compulsory schooling.

In brief, the legislation requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school, and to attend school on 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.

### NSW Department of Education Guidelines

The Department of Education "Enrolment of Students in Government Schools", is located at the DoE internet site under Policy Library:

<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

### Burren Junction Public School Guidelines

1. Children are to be enrolled at Burren Junction Public School once the enrolment application form has been completed, risk assessments completed and the principal has approved the enrolment.
2. Parents are to complete the **NSW DoE enrolment form** and to provide the school with the following documentation to assist in the enrolment process:
  - Birth certificate or Passport as proof of identity and age;
  - Immunisation record;
  - Health related documentation, or ASCIA plan, from medical practitioner in the case of a child with a health condition;
  - Student documentation from a previous school if the child is moving from one school, or schooling system, to Burren Junction Public School.
  - Proof of address: rates notice in the parents' names or rental agreement in the parents' names, if the family is renting.
3. The school will enter all enrolment data into the DoE system for maintaining accurate and complete enrolment data.
4. Out of area enrolments will be managed by the principal. The BJPS principal will contact the applicant's local school to discuss the proposed enrolment with the relevant principal.



## **Transition to school**

Burren Junction Public School provides a comprehensive transition to school program for pre-school children who are eligible to start school in the new school year. This program will be a 5 week program, which will run for one day a week in the first five weeks of Term 4.

## **Kindergarten Enrolment**

The school community will be advised of the enrolment arrangements, 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<sup>st</sup> of July in that year.

The Kindergarten start date will be in the first week of the new school year.

## **Immunisation**

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