



LINDFIELD LEARNING VILLAGE

COLLABORATE • THRIVE • INSPIRE

Enrolment Policy

Revised September 2019

Students are enrolled at Lindfield Learning Village in accordance with the guidelines of the NSW Department of Education. This policy is to be read in conjunction with the DoE *Enrolment of Students in NSW Government Schools* located at www.det.nsw.edu.au.

Lindfield Learning Village is a comprehensive co-educational school for students from Kindergarten to Year 12. All families seeking enrolment at Lindfield Learning Village, do so with an understanding and acceptance of the school's educational model. The key elements of the school's educational model are that students will progress their learning at a pace in line with their ability rather than their age and this will be facilitated through grouping students in 'home bases' consisting of approximately 350 students distributed across all year levels. If you are unsure whether the educational model will suit your child, please refer to the information in the enrolment pack. If you require further information, please make an appointment with the Principal to discuss your child's specific needs.

Rationale

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. Whilst the school does not currently have an activated catchment area, consideration is given to families who live closest to the school. The school will determine vacancies, taking into account the enrolment ceiling and appropriate allowances for local students. Vacancies will also be determined by the unique considerations related to the ongoing construction of the school site and the establishment of the educational model.

Within the enrolment ceiling, an allowance or 'buffer' will be maintained in each home base of 350 students to accommodate variations throughout the year. The buffer will allow for a spread of students across different age groups in each home base. Student numbers (including the buffer) will be set at 350 students per home base.

2020 Enrolment Conditions

Lindfield Learning Village will open phase 2 of the ongoing school development in 2020. The number of places available is yet to be confirmed. The school will be accommodating students from Kindergarten to year 11 in the 2020 intake.

In 2020 enrolment offers will prioritise:

- *offering enrolment across the full age range of students from Kindergarten to Year 11*
- *balancing student numbers across the various age groups from Kindergarten to Year 11*

Consideration will be given to students living closest to the school. This will be determined by the school based on demand. It is NOT a guarantee of entry to the school and the normal expectations and obligations of a "school catchment" area do not apply.

Where enrolment applications exceed the available places, a ballot will be used to select students for year groups where there are excess enrolment applications. Students who live in the local area will be entitled to placement in the school which was their local school, based on the catchment areas prior to 2020.

Once a catchment area is activated for the school, the following will apply:

Local Enrolment

A student is entitled to enrol at Lindfield Learning Village if:

- The child's home is situated within the designated intake area. Proof of residence is required to substantiate the application. See section on Required Documentation. Documentation must be originals and in the parent/s name. Documents will be confirmed and copied by the school.
- The child is eligible to attend school. Children may enrol at the beginning of Kindergarten 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. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.

All parents enrolling children must produce proof of immunisation status. See NSW Health Guidelines regarding procedures for a child who is not immunised.

An interview with the Principal or delegated executive member may be held with new enrolments. The purpose of the interview is to assist staff to understand your child's learning needs and determine any special needs, gifted and talented, EaL/D and funding support for disabilities. This information will be used to ensure appropriate planning and resourcing.

Students who live in the local catchment area but who do not enrol at the school may be entitled to placement in another government school based on their residential address. This will be negotiated by the Principal.

Non-local Enrolment

Non-local applications will be considered by a placement panel. The panel will consider and make recommendations on all non-local enrolment applications. The panel will consist of the Principal, Deputy Principal and/or one other staff member and a parent representative. The Principal is the Chairperson and has the casting vote.

Your application will be reviewed by the School Placement Panel considering the following selection criteria (not listed in a priority order):

- School performance reflecting the school's values related to learning focus and achievement;
- Student welfare or compelling compassionate circumstances including proximity and access to the school, siblings already enrolled at the school, medical reasons, safety and supervision of the student before and after school;
- Availability of subjects or combination of subjects
- Extra-curricular interests and abilities
- The structure and organisation of the school, in consideration of the Lindfield Learning Village educational model.

Please note: Satisfying one or more of the above criteria does not guarantee enrolment.

To assist in this process, you will be asked to supply a cover letter addressing the criteria listed above; including evidence of special achievements; most recent school report and any relevant documentation supporting welfare or compassionate circumstances.

Unsuccessful candidates will be placed on a WAIT list. Parents/Carers will be advised in writing if their child is to be placed on a wait list. The size of the wait list will reflect realistic expectations of potential vacancies and no wait list will be maintained if there is not a realistic potential for vacancies. The wait list will remain current until the end of the year.

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

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 will 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 Director Educational Leadership will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Required Documents

All documentation provided must be the original or certified copies and must be in the family name for the current residential address. In some circumstances, the school may request additional documentation to support enrolment applications.

Every new enrolment must include the following documentation:

- 1) Proof of child's identity - Birth Certificate or Passport; citizenship documents if appropriate (please note that an Australian Birth Certificate does not necessarily equate to Australian citizenship). Please include any relevant visa and travel documents.
- 2) Child's last two school reports (unless enrolling in Kindergarten)
- 3) Child's immunisation record
- 4) Any relevant medical information including ASCIA plans completed by a medical professional for Asthma, Allergies and/or Anaphylaxis
- 5) Any relevant Family Law or court orders where applicable
- 6) (Optional) A portfolio which introduces us to your child. See information under '*The Enrolment Process*' below.
- 7) 100 point proof of residential address including ONE category A document and TWO Category B:

Category A 50 points	<ul style="list-style-type: none"> • Contract of Property Purchase, Rates Notice, Notice of Land Evaluation Notice • Residential Lease (of at least 12 months duration)
Category B 25 points	<ul style="list-style-type: none"> • Bank Account Statement • Telephone, Gas or Electricity Bill • Statutory Declaration

If an offer of enrolment is made, you will be sent an *Application to Enrol* form along with a letter of offer. Enrolment at Lindfield Learning Village cannot be finalised until a completed *Application to Enrol* has been received and all supporting documentation verified.

Please note that if at any time, proof of residential address or any other information provided to the school is found to be false or misleading, the Department of Education maintains the right to withdraw the offer of enrolment at Lindfield Learning Village. Similarly, withholding information which may impact on the school's ability to cater for your child's needs may affect enrolment.

NB: Clearance from the child's previous school should be organised before enrolment is finalised. This involves notifying your child's current school in writing, of your intention to change their enrolment to Lindfield Learning Village. You may be asked to finalise any outstanding payments and return equipment or resources which belong to the school. Lindfield Learning Village will request information from your child's previous school in the form of a risk assessment.

Other arrangements: If an applicant wishes to apply for local enrolment but is living in an arrangement which is outside of those listed above, or where the required documentation cannot be produced, an offer of enrolment cannot be guaranteed.

In such cases, additional documentation may be requested including a statutory declaration which clearly explains the living arrangements of the applicant and indicates a commitment to the local area. These applications will be considered on an individual case basis and are subject to available places and the Principal's approval

Note: Special arrangements apply for students on accredited exchange programs.

Guardianship arrangements for an enrolling student will need to be confirmed with the school by the student's parent(s).

Please note that children with a history of violence or drug use will require a more detailed risk assessment to be conducted. This may require additional time and may delay the enrolment process. Principals may refuse enrolment of a student on the grounds of previously documented violent behaviour or drug use if there is evidence that the student has not learned the appropriate skills to manage this behaviour.

Applying to Enrol

Kindergarten enrolments: Children who have turned five or who will be turning five by the end of July in the year they wish to enrol are eligible for enrolment. By law, all children must start school by their sixth birthday. When to start your child at school is an individual decision. Please feel free to make an

appointment with us to talk about school readiness if your child turns five in May -July. Please ensure your child has been immunised before entering Kindergarten.

Enrolments Year 1 to Year 12: If your child is currently enrolled in another **NSW Public or Non-Government school**, please complete and return an **Enrolment Enquiry Form** (*available on the school website*). You will be contacted once the enrolment process for your child's age group has commenced for the following year OR if there are places available in the current year.

Temporary Visa or Visitor Visa: Any student who is not an Australian or New Zealand Citizen must have an appropriate residency visa or approval to enrol in accordance with the conditions set down by the Department of Immigration and Border Protection. For more information go to:

https://www.deinternational.nsw.edu.au/study-options/study-programs/temporary-residents#m_16102

Following the issue of an Authority to Enrol, please follow the enrolment procedures outlined in this document. Note that:

- The visa status of non-Australian citizens will be checked in regard to fees to be paid to the government (Temporary Resident Visa Unit); and
- The school does not accept enrolment applications from international students who are the principal visa holders (Visa subclasses 500P or 571P).

The Enrolment Process

Kindergarten: Once you have submitted your completed enrolment forms and required documentation, you will be contacted by the school to advise you of the outcome of your application. We will provide you with key dates and information to assist you with your child's enrolment. Please see information below and on the school website (currently under development) regarding the Kindergarten Orientation program.

Students seeking enrolment at Year 7 level: If your child is in Year 6 at a NSW Government Primary School, you will be able to apply for enrolment by completing the *Expression of Interest* form which is distributed through NSW Public primary schools. This form is then returned to the primary school for processing.

If your child does not attend a NSW Government school, you can obtain an *Expression of Interest* form from any government school or online and return the completed form directly to Lindfield Learning Village.

All other students:

- Once you have submitted your Enrolment Enquiry form your application will be considered by the school Senior Executive. You will be contacted by phone or email to inform you of the outcome of your application. At this stage you may be invited to attend an enrolment interview.

- **At the enrolment interview** the student portfolio and other documents provided will be used as the basis for a discussion of your child's learning pathway and subject selection for secondary level students. Selection of subjects will be subject to availability.
- School procedures and routines will be discussed at the enrolment interview.
- The Principal (or delegate) will explain the Department of Education procedures which must be followed including the completion of the *Application to enrol in a NSW Government School* forms and request for information from the previous school.
- The Principal will send the *request for Information* form to the student's previous school to check any history of violent behaviour or learning support needs. The Principal will contact non-government schools directly to check on any such history. If necessary, a Risk Management plan will be prepared before enrolment is finalised.
- If necessary, Department of Education personnel (student welfare, learning support) will be Any health issues (eg: anaphylaxis, diabetes) must be addressed by the development of a personal health care plan completed by a medical professional prior to enrolment.
- Years 11 and 12 enrolments will negotiate their subject choices with the Principal subject to class numbers, course availability, past patterns of study and the NSW Educational Standards Authority (NESA) requirements. It should be noted that students wishing to enrol at Year 12 level must have a compatible pattern of study available and a successful academic record in this pattern of study for their enrolment to be accepted. The Careers advisor is consulted concerning TAFE and VET courses.
- The most appropriate start date will be negotiated by the Principal and is subject to the receipt of all required documentation.

Student Portfolio (not a condition of enrolment): In order for the school to understand your child's unique personality and learning needs, it is preferable that a **brief** Student Portfolio is prepared and brought to the enrolment interview. This will help to shape your child's learning program. The student portfolio is an important part of the induction program to the school.

It is preferable that, where possible, the child creates their own portfolio which introduces themselves to the school and provides the school with a 'narrative' about themselves. Students can choose to present their portfolio in whatever way they choose. They might choose to use video, photography, drawing, music, symbols and/or writing. The following concepts could be addressed somewhere in their portfolio:

- My academic dispositions - the way you see yourself as a learner
- My social dispositions - the way you see yourself in relationships with others
- My cultural dispositions - the way you see yourself as belonging to a particular culture
- My community dispositions - the way you see yourself as part of a community

**Dispositions are simply aspects of character or inherent ways of thinking.*

Please note that there is no right or wrong way for your child to present their portfolio.

Kindergarten Orientation Program

Please check the school website for information regarding our Kindergarten Orientation Program.

Best start: The Best Start Assessment is a tool used in all NSW Government schools to help teachers assess your child's skills as they enter school and to tailor teaching to their individual needs. Teachers will sit with your child when they start school to assess literacy and numeracy skills. For a parents guide to this, please see:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/best-start-literacy>

New student orientation and induction program

At Lindfield Learning Village we are proud to offer a future-focused model of education which empowers students as learners. Students will benefit from the consistency of an 'all through' learning model in a Kindergarten to Year 12 school where they are able to progress based on their level of ability rather than their age. Design-centred, multidisciplinary learning is a key feature and students will pursue an individualised learning pathway which is responsive to their needs.

New students will be partnered with a 'buddy' and will be offered a full orientation and induction program to assist them in their transition to the learning experience at Lindfield Learning Village.