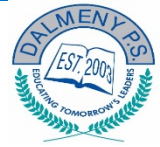


Dalmeny Public School

PART TIME ENROLMENT POLICY



1. POLICY STATEMENT

1.1 This document provides information for the community and direction for school personnel on the entitlements, requirements and procedures for part time enrolments in NSW Public Schools.

Education is compulsory for students between the ages of 6 and fifteen years of age.

1.2 NSW Public School Shared Enrolment

It is expected that a student is enrolled in one school.

Under certain circumstances a student may need to attend another school for a brief period of time.

1.3 Short Attendance

Students attending another school for:

- less than a term;
- no more than 2.5 days per week are regarded as short term and are not enrolled. The home school is required to maintain enrolment status, noting the short term attendance arrangements.

The host school monitors and records attendance data. The data is forwarded to the home school at the end of the stay or term for part time attendance.

1.4 Shared Enrolment

Where a student is required to attend another school for more than a term or an unknown temporary period of time two NSW Public Schools may share enrolment.

The host school monitors and records attendance data. The data is forwarded to the home school at the end of each term and stay.

1.5 Specialised Program Enrolments

Students may require enrolment in another school or support unit for a period of time or on a part time basis to attend e.g. a support class program, behaviour program, hospital school, Stewart House or Royal Far West School.

In these situations the student remains enrolled in their home school. The school or facility offering the program is required to record and forward all attendance data to the home school on a regular basis.

2. Audience and applicability

2.1 This policy applies to the Dalmeny Public School community.

3. Responsibilities and Delegations

3.1 The Principal

The principal is responsible for:

- providing information on shared and specialised enrolment strategies and policy to the school community, when required;
- preparing policy in consultation with the school community;
- managing effective processes for the shared enrolments between NSW Public schools.

3.2 The Director Educational Leadership

The Director Educational Leadership is responsible for monitoring enrolments, policy, procedures, numbers, trends and ceilings at Dalmeny Public School;

4. Monitoring and Review

4.1 Dalmeny Public School will monitor the implementation of this policy and review its effectiveness every three years and or as required.

5. Policy Contact

5.1 Dalmeny Public School
Phone: 029826 9033

6. Implementation Date

6.1 9th September 2019

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