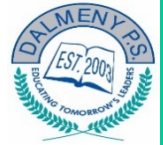


Dalmeny Public School

STUDENT TRANSFER 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 the transfer of students from one Australian school to another.

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

1.2 NSW Public School student transfers

On parent request to enrol a student from a previous NSW Public School office staff will:

- advise the principal of the enrolment who will organise class placement;
- search ERN for an existing student registration number(SRN);
- manage enrolment at Dalmeny Public School and
- if required refer to registration:

<https://education.nsw.gov.au/help/platoapps/media/documents/ern/qrgs/QRG-How-to-register-a-new-student-to-the-NSW-Government-School-System.pdf>

1.3 Student transfers from the private sector to NSW Public Education

On parent request to enrol a new student or a student from the private sector office staff will:

- advise the principal of the enrolment who will organise class placement;
- search ERN for an existing student registration number(SRN). New students or a student from the private sector or ACT who have sat NAPLAN should have an SRN;
- register a non-Department of Education enrolment, new student, if no SRN can be located;
- manage ERN processes for Dalmeny Public School
- if required refer to registration:

<https://education.nsw.gov.au/help/platoapps/media/documents/ern/qrgs/QRG-How-to-register-a-new-student-to-the-NSW-Government-School-System.pdf>

1.4 Interstate student transfers

In the event it is demonstrated that a child enrolled in a formal education system in one state is disadvantaged by a transfer to a NSW school, consideration must be given to enrolling the student under the policy of the other state. (Refer to MCEETYA recommendations)

On parent request to enrol an interstate student office staff will:

- advise the principal of the enrolment who will organise class placement;
- search ERN for an existing student registration number(SRN). Students from the ACT who have sat NAPLAN should have an SRN;
- manage enrolment a s new student

2. Audience and applicability

2.1 This policy applies to the Dalmeny Public School community.

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3. Responsibilities and Delegations

3.1 The Principal

The principal is responsible for:

- providing information on student transfer enrolment strategies and policy to the school community, when required;
- preparing policy in consultation with the school community;
- managing effective processes for the transfer of students between NSW Public schools, between the public and private sector and interstate transfers.
- maintaining accurate and complete enrolment data;

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: 02 9826 9033

6. Implementation Date

6.1 9th September 2019

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