# Enrolment Policy

**Introduction**

* Parents/carers may seek to enrol their child at the school of their choice.
* Children are entitled to be enrolled at the government school that is designated for the intake area in which the child’s **home** is situated and that the child is eligible to attend.
* No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability or sexual preference.

**Non-Local Enrolments**

Parents may apply for non-local enrolment in a school of their choice. A school may only accept non-local enrolments when there is sufficient permanent accommodation available to accommodate students as well as potential local enrolments that may present during the year. All schools are required to establish an enrolment ceiling and determine a buffer for potential enrolments.

**Enrolment Ceiling** (based on permanent accommodation for 2018 = 19 classrooms): 502

**Enrolment Buffer** A buffer of 19 places will be kept to accommodate local students who may arrive throughought the year. Places in the buffer will not be offered to non-local students once classes have been established for the year.

**Placement Panels** Where demand for non-local places exceeds availability the school will establish a placement panel to consider all non-local enrolment applications. The panel will comprise the Principal (or nominee), a staff representative and a school community member (nominated by the P&C). If there are no places available there will be no need for a panel to be formed.

**Criteria for consideration for Non-Local Enrolment Applications include:**

1. Siblings already enrolled at the school.
2. Safety and Supervision of the student including OOSH access (where OOSH is not available in the local school). Before and after school care is a significant community issue and will be considered as a key criteria in this process.
3. Proximity and Access to the School - Where parent/s work in the area and/or the local school is not a viable alternative.
4. Medical Reasons
5. Compassionate Circumstances - After reports from the Principal or School Counsellor of the school in which the child is presently enrolled have been received and assessed and current issues have been resolved.
6. Structure and organisation of the school

Application for non-local enrolment will be declined if placement generates demand for additional staff once classes have been formed or creates disruption to school routine and organisation.

A ceiling for each class based on Department of Education Staffing formula will apply to all non-local enrolments.

**Special Needs** Where a student with special needs applies for enrolment an assessment of the student’s needs may be required to determine the ability of the school to effectively meet the child’s needs. Parents of children with special needs are encouraged to notify the school as early as possible to enable the school to plan to meet the student’s needs.

**Feedback** Parents will be provided with an explanation of the decision of the placement panel.

**Waiting Lists** Waiting lists may be established for non-local students. Parents will be advised if their child is to be placed on a waiting list. Waiting lists are current for one year.

**Appeals** Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. If the matter is not resolved at the local level the Director, Public Schools NSW will consider the appeal and make a determination.

**Sibling Enrolment**

The enrolment of a non-local student does not automatically guarantee a place for younger siblings. This also applies to families who move out of the enrolment zone prior to a subsequent student enrolling. .