



KEARSLEY PUBLIC SCHOOL

Enrolment of Students in NSW Government Schools

Implementation Document

Overview:

This policy supplements the Department of Education and Training state policy *Enrolment of Students in NSW Government Schools*.

Entitlement to Enrol

Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within that school's local intake area. Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

Parents may enrol a child if they turn 5 years of age on or before 31 July in that year. Students identified as gifted and talented, who are aged 4 years or older at 31 January of the year of enrolment may only be enrolled in accordance with the High Potential and Gifted Education policy.

This policy outlines the principles and procedures to be followed when enrolling local and non-local students at the Kearsley Public School.

Local Enrolments

The local school will make a place available for students who live within the local intake area.

Enrolment Buffer

While the school's total numbers remain below 150 there will be no enrolment ceiling provided. Each year the school will set an enrolment buffer to accommodate unanticipated local students enrolling during the year. Non-local students will not be enrolled if by doing so the enrolment buffer is exceeded. In addition the positions indicated by the buffer zone will not be available for non-local enrolments.

Non- Local Enrolment

All parents/caregivers may seek to enrol their non-local child at Kearsley Public School. Non-local enrolment applications include the Application to enrol in a NSW Government school and a non-local enrolment application form. The non-local enrolment application form is developed by the school and requires the applicant to address the selection criteria and provide supporting documentation.

When the number of request for non-local enrolment does not exceed the number of available places, non-local students will be accepted in the priority order of categories below.

1. Siblings already enrolled at the school.
2. Recent changes to local intake areas.
3. Compassionate/exceptional circumstances accepted by placement panel.
4. Students who have before / after school safety and supervision concerns.

The enrolment of non-local students will always be subject to the following conditions:

- That the school's enrolment buffer zone is not breached.
- That the safety, well-being and supervision of the student whilst travelling, and before and after school can be reasonably assured in the opinion of the placement panel.
- That the proximity of the home and access to the school, enable the reasonable and practical participation of the student and the family in school life and in the school's management of students.

Decisions about applications for non-local placements to begin at the beginning of the next school year will not be made until the class structures for the next year are decided.

This will usually have occurred by the middle of Term 4. Applicants will be selected in the priority of 2.1 to 2.3 above.

Ongoing applicants for non-local enrolment during the year, for whom no position is available, will be placed on a waiting list in order of receipt of application.

Decisions and Appeals

Parents/caregivers should be provided with an explanation of the decisions of the placement panel in writing, if requested. Where a parent wishes to appeal against an enrolment decision the appeal should be in writing to the Principal. If the appeal is not resolved at that level the director NSWPS will make a determination.

Enrolment of Student with Special Needs

Enrolment of students with special needs will be done in collaboration with parents, caregiver, school and district personnel, as outlined on pages 14 and 15 of the Department of Education and Training state policy *Enrolment of Students in Government School: A Summary and Consolidation of Policy*. The collaboration will consider the student's needs and the capacity of the school and the system to provide for those needs.

Enrolment Buffer

An enrolment buffer of 3 students within each year group will be established to accommodate local students enrolling during the year.