



# KEARSLEY PUBLIC SCHOOL

## Enrolment of Students in Government Schools

### *Implementation Document*

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#### **Overview:**

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

*A summary and Consolidation of Policy and is subordinate to the state policy.*

#### **General Statement**

Parents are entitled to enrol their children at the government school that is designated for the intake area within which the child's home is situated. Parents may also seek to enrol their child in the school of their choice. 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 Ceiling and Enrolment Buffer**

Each year the school will set an enrolment ceiling and 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 ceiling is exceeded. In addition the positions indicated by the buffer zone will not be available for non-local enrolments.

#### **Process of Non- Local Enrolment**

All parents may seek to enrol their non-local child at Kearsley Public School.

**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 2.1 to 2.4 (below).**

2.1 Siblings already enrolled at the school.

2.2 Compassionate circumstances accepted by placement panel.

2.3 Students who have before / after school safety and supervision concerns.

2.4 Parents who wish children to attend this school as a matter of personal choice.

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

- That the school's enrolment ceiling is not breached.
- 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.
- That the enrolment of the student does not disrupt the organisation of classes after the commencement of the school year.

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 mid-November.

Applicants will be selected in the priority of 2.1 to 2.4 above.

1.0 Applicants for non-local placement to commence at the beginning of the next school year for whom no position is available, will be placed on the waiting list in the priority of 2.1 to 2.4 above.

2.0 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.

7.0 Notwithstanding clause 6.0, ongoing applicants for non-local enrolment during the year who are accepted by the placement panel as satisfying 2.1 or 2.2 will be placed at the top of the waiting list.

### **Decisions and Appeals**

Parents 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 Ceiling** (Based on available permanent accommodation) 75

### **Enrolment Buffer**

An enrolment buffer of 5 students will be established to accommodate local students enrolling during the year. Non-local students will **not** be accepted when the school enrolment reaches 70

### **References**

NSW Department of Education Enrolment of Students in Government Schools

