



# Enrolment Policy

Updated March 2019

This policy outlines the general principles and procedures to be followed when enrolling students at Shoal Bay Public School.

The information contained in this policy is consistent with the guidelines outlined in the NSW Department of Education (DoE) policy Enrolment of Students in Government Schools: A Summary of Consolidation of Policy, August 1997.

## GENERAL PRINCIPLES

- Parents may seek to enrol their child in the school of their choice.
- Children are entitled to be enrolled at the government school that is designated for the intake area within 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.

## ENROLMENT CEILINGS AND BUFFER

Shoal Bay Public School has an enrolment ceiling, based on available permanent accommodation. The ceiling is 314.

Within the enrolment ceiling, a buffer has been determined to ensure that new local students arriving throughout the year can be accommodated. Within 2018 the buffer is 10 enrolment places. These places cannot be offered to non-local enrolments.

The enrolment ceiling and buffer are reviewed annually.

## LOCAL ENROLMENT APPLICATIONS

Parents or caregivers living in the local area who are seeking to enrol their children at Shoal Bay Public School should contact the school for an appointment. The receipt of an Application for Enrolment does not necessarily lead to immediate enrolment and attendance at school. In order to facilitate the smooth transition the principal will seek information from the student's previous school. Where this is likely to take more than two weeks the parents will be advised in writing indicating when it is likely that enrolment will be completed.

## NON-LOCAL ENROLMENT APPLICATIONS

A Parent or caregiver seeking non-local enrolment at Shoal Bay Public School will need to complete a Non-local Enrolment Application Form and arrange an interview with the principal.

All non - local applications will be considered by the principal. Where demand for non-local places exceeds availability the applications will be considered and recommendations made by a placement panel.

The placement panel will be comprised of the Principal (or nominee), a staff representative and a school community member.

### CRITERIA FOR NON-LOCAL ENROLMENT

Schools have flexibility in determining these criteria to meet their own particular needs whilst adhering to the state wide policy. Shoal Bay Public School has determined that these criteria (not listed in priority order) are:

1. Availability of a placement within the particular grade.
2. There is a sibling already enrolled at the school.
3. Proximity and access to the school
4. Compassionate circumstances
5. Safety and supervision of student before and after school

### FEEDBACK

Parents will be provided with an explanation of the decision of the placement panel in writing, should they request it.

### WAITING LISTS

Waiting lists may be established for non-local students. Parents will be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list should reflect realistic expectations of potential vacancies. Waiting lists are current for one year.

### APPEALS

If a parent wishes to appeal the decision of the placement panel it should be made in writing to the principal who will seek to resolve the matter. If the matter is not resolved at school level it will be referred to the Director, Educational Leadership, NSW Public Schools, who will consider the appeal and make a determination.

### PROOF OF RESIDENCE

The principal can seek any information to assist in determining address of student applying to enrol. Such evidence may include council rate notices, accounts for electricity, gas, water or telephone bills, lease documents or electoral enrolment confirmation.

If they are residing with someone and have no formal lease agreements the principal can request a statutory declaration from them and/ or the landlord.

### PROOF OF AGE AND NAME

While a birth certificate is the primary document that establishes a child's date of birth. If this is unavailable, the principal can rely on a range of secondary documents such as a passport, NSW Ministry of Health Record or 'Blue Book', a hospital birth card, baptism, christening, name giving or similar records. Students are to be enrolled in and known by the name which appears on their birth certificate.