



## **GREYSTANES PUBLIC SCHOOL**

### **ENROLMENT POLICY**

This policy has been developed with reference to the **'Enrolment of Students in NSW Government Schools'** policy and the **'General Enrolment Procedures' 22 July 2019** implementation document.

It contains the general principles and procedures by which students will be enrolled at Greystanes Public School.

#### **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 Gifted and Talented policy.

#### **Short-term attendance**

There may be circumstances that require a student enrolled in a census school to attend a host school for a short period of time. An example is where parents are visiting a locality for a brief period or an integration program.

Students are not required to enrol and are considered as short-term attendees for:

- a period less than one term, or
- a placement less than 2.5 days per week.

#### **Managing Enrolments in schools**

##### **Enrolment cap**

An enrolment cap for each government school is established centrally, based on available permanent accommodation. Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year.

## **Non Local Enrolment**

Non-local enrolment applications are only considered by the school if enrolments are below the set local enrolment buffer level.

When the demand for non-local enrolment exceeds the number of available places below the enrolment buffer, the school will implement the non-local enrolment criteria and establish an enrolment panel to consider and make decisions on all non-local enrolment applications.

When the school's enrolment level is close to the local enrolment buffer, the principal is required to inform the principal of the child's local school when considering the non-local enrolment application, and to seek approval of the Director, Educational Leadership before making an offer to enrol the child.

## **Application**

Non-local enrolment applications must include the Application to enrol in a NSW Government school and a non-local enrolment application form. The non-local enrolment application form can be obtained from the school office. The form requires the applicant to address the selection criteria and provide supporting documentation.

## **Criteria for Non-Local Enrolment**

Non-local enrolment applications are only considered by the school when enrolments are below the set local enrolment buffer level. The criteria considered for each application will be based on:

- Siblings already enrolled at the school
- Medical reasons
- Safety and supervision of the student before and after school
- Proximity and access to the school
- Compassionate circumstances
- Structure and organisation of the school

## **Enrolment panel**

The composition of the enrolment panel will consist of one executive staff member to chair the panel and at least one teaching staff member nominated by the principal and one school community member nominated by the school's parent organisation.

The panel will consider non-local enrolment applications in a timely manner. In considering applications, the panel assesses only the information and supporting documentation presented on the non-local enrolment application form.

The decision made by the panel must take into account the enrolment cap and the buffer retained for local students arriving later in the year. The panel records all decisions and keeps minutes of meetings which are to be available on request by the principal and Director, Educational Leadership.

The chairperson ensures that the established criteria are applied equitably to all applicants. The school will notify parents of the result of their application. Parents may request a written explanation of the decisions of the panel.

## **Appeals**

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the principal is not on the enrolment panel, the principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership.

The parent will be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership

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