



School Enrolment Policy

Ref: CPPS 04/11

Related Policies and Guidelines:

1. DoE 2017 "Enrolment of Students in Government Schools: A Summary and Consolidation of Policy" (Updated 28 September 2016)

Enrolment Ceiling:

The enrolment ceiling for Connells Point Public School is currently 570 students. This figure is determined by the available permanent accommodation of 22 classrooms.

Enrolment Buffer:

The ceiling for enrolment of non-local students is dependent on the number of in area students enrolled.

Local Students:

Local students are those whose permanent place of residence lies within the geographical boundaries as determined by the Department of Education (DoE). A map of the current local areas boundaries is attached to this policy.

Enrolment of Local Students:

- All local children may enrol at the school provided that they:
- will have turned five years of age on or before 31 July in the year for which they seek enrolment, or satisfy the requirements for Early Entry under the Policy for the Education of Gifted and Talented Students
- can be provided with the appropriate level of support (in the case of students with disabilities and/or special learning or behavioural needs);
- have no history of violence;
- are not under suspension or expulsion from another school;
- are not restricted by court or Department of Community Services orders which may prohibit their enrolment;
- meet visa requirements in the case of non-Australian citizens.

Enrolment of Non-Local Students:

In acknowledgement of the needs of families of primary age students, siblings of non-local students currently enrolled at Connells Point Public School will be accepted for enrolment as long as they meet the conditions for enrolment of local students, listed above and there are available places.

Where the total school enrolment is less than capacity, non-local enrolment applications will be considered. When enrolling for a new school year, prior to class formation, the following Selection Criteria will apply. Preference will be given, in the listed order, where positions are available in the anticipated class.

The criteria:

- compassionate circumstances;
- the safety and supervision of the student before and after school;
- travel arrangements and/or proximity to the school.
- the structure, programs and/or organisation of the school is appropriate for the child;



After classes have been formed for the year, non-local applications will be considered if:

- there is room in a suitable class as deemed appropriate by the Principal (whilst still leaving places for possible future local enrolments); and
- no reorganisation of programs, staff or classes is required.

Non-Local Enrolment Applications

A copy of this policy is to be made available to non-local enrolment applicants, together with an Application for Non-Local Enrolment form. Non-local enrolment applicants may attach information to the Application for Non-Local Enrolment form, addressing the listed Enrolment Criteria. A form for this purpose is attached.

Where the demand for non-local enrolment placement exceeds availability, the school executive team will meet and make recommendations on all non-local applications, using the listed criteria.

The executive team will consider only the information provided on the Application for Non-Local Enrolment Form. The decisions made by the executive team must be made within the context of the enrolment ceiling and the buffer retained for students arriving later in the year.

Waiting List

When necessary, a waiting list will be established by the executive team for each class in the current year. Prior to the school year beginning offers will be made to those on the list if and when suitable class placement becomes available.



Application for Non-Local Enrolment

I would like to make application for the enrolment of my child/ward at Connells Point Public School in accordance with the criteria listed in the school's Enrolment Policy.

Please complete the relevant section/s below and/or attach any supporting documentation. An "Application to Enrol in a NSW Government School" must also be completed.

1. COMPASSIONATE CIRCUMSTANCES

2. STRUCTURE, PROGRAMS, ORGANISATION OF THE SCHOOL

3. SAFETY AND SUPERVISION OF THE STUDENT BEFORE AND AFTER SCHOOL

4. TRAVEL ARRANGEMENTS AND/OR PROXIMITY TO SCHOOL

Student's Name: _____

Date of Birth: _____ Grade in which placement is sought: _____

Parent's/Carer's Name: _____

Address: _____

Contact Number: _____

Signed: _____ Date: _____