



## School Enrolment Policy

### Department of Education's Relevant Policies and Guidelines:

Students are enrolled at Connells Point Public School in accordance with the guidelines of the NSW Department of Education (DoE). This policy is to be read in conjunction with the DoE Enrolment of Students in NSW Government Schools policy (2019), which can be found by visiting:

<https://policies.education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>

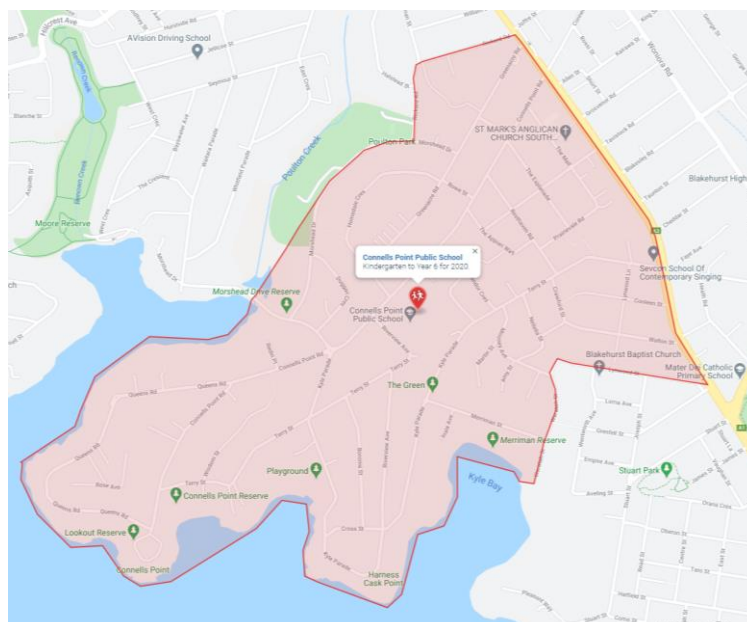
The Enrolment of Students in NSW Government Schools policy is in place to assist schools to meet their obligations under the Education Act 1990 – to ensure that every student has a place at their local school. The policy also communicates to staff and the community a transparent enrolment process. The policy is designed to support schools to manage all enrolment applications, encourage greater consistency in decision making and make sure the enrolment choices are clear for parents.

### The Enrolment Cap:

In Term 4 2019, schools were allocated an enrolment cap. The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. The enrolment cap guides whether the school may or may not have the capacity to accept non-local enrolments. Within the enrolment cap, a number of enrolment places (the buffer) must be kept aside for the likely number of local students who will enrol during the year.

### Local Enrolments:

Every child is 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. Schools' local enrolment areas are determined by the Department of Education. Sometimes these boundaries may need to be altered. A map of the current intake area for Connells Point Public School is shown below: -





A student is entitled to enrol at Connells Point Public School, if: -

- The child's home is situated within the designated intake area. Proof of residence is required to substantiate the application. Current documentation at the time of enrolment is to be provided to the school.

Parents planning on enrolling their children at a school that is nearing or at its buffer or cap will be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area.

- The child is eligible to attend school. Children may be enrolled in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. The enrolment of eligible children in Kindergarten should commence at the beginning to the school year. All children must be in compulsory schooling by their 6<sup>th</sup> birthday.

### **Non-local Enrolments:**

Schools may accept enrolments from outside their designated intake area if places are available. If the demand for local enrolment exceeds the number of places available, out-of-area enrolments will not be available.

If Connells Point Public School is able to accommodate out-of-area enrolments, the school's placement panel is required to consider and make recommendations on all non-local enrolment applications.

The placement panel will consist of members of the school executive team.

Applications for non-local enrolments will be prioritised according to the following criteria: -

- Siblings already enrolled at the school
- Medical reasons
- Compassionate circumstances
- Proximity and access to the school
- Safety and supervision of the student before and after school, including access to Connells Point Public School's Before and After School Care (BASC) facilities

In assessing non-local applications, the placement panel will consider only those matters presented on the Non-Local Enrolment Application at a NSW Government School form and not oral or other submissions. The decisions made by the placement panel must be made within the context of the agreed enrolment cap and the buffer retained for local students who may arrive throughout the year. The panel must record all decisions and minutes of meetings.

Where necessary, a waiting list will be established by the placement panel for each class in the current year. Prior to the school year commencing, offers will be made to students on the list, if and when suitable class placements become available.

Parents and/or carers who wish to appeal against any aspect of this policy or a decision of the placement panel may do so in writing to the Principal. If the matter is not resolved at the school level, the Director, Educational Leadership will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied in a procedurally fair manner.