

# PICNIC POINT PUBLIC SCHOOL

## ENROLMENT POLICY



‘Strive to Excel’

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**Rationale:**

Legislation requires that students between the ages of six and fifteen be enrolled at government or registered non-government schools, and attend each day that instruction is provided. The alternative to this is for students to be registered for home-schooling.

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. Parents may seek to enrol their children in the school of their choice.

No student will be discriminated against in enrolment on the grounds of sex, age, race, religion, ethnicity, or disability.

**Responsibilities of the Principal**

With regard to enrolment, the school Principal is responsible for:

- Preparing an enrolment policy.
- Informing present and prospective members of the school community about provision available at the school.
- Managing the school enrolments within the resources provided to the school.
- Advising the School Director of enrolment and curriculum trends in the school.
- Maintaining accurate and complete enrolment data.
- Establishing an enrolment ceiling to cater for anticipated local demand.
- Setting an enrolment number (a buffer) to cater for anticipated local demand during the year.
- Establishing a placement panel when demand for non-local places exceeds available accommodation.
- Documenting and promulgating the criteria for selection amongst non-local enrolment applications to parents and the school community.
- Making decisions on non-local enrolments at the school level wherever possible.

**Placement Panels**

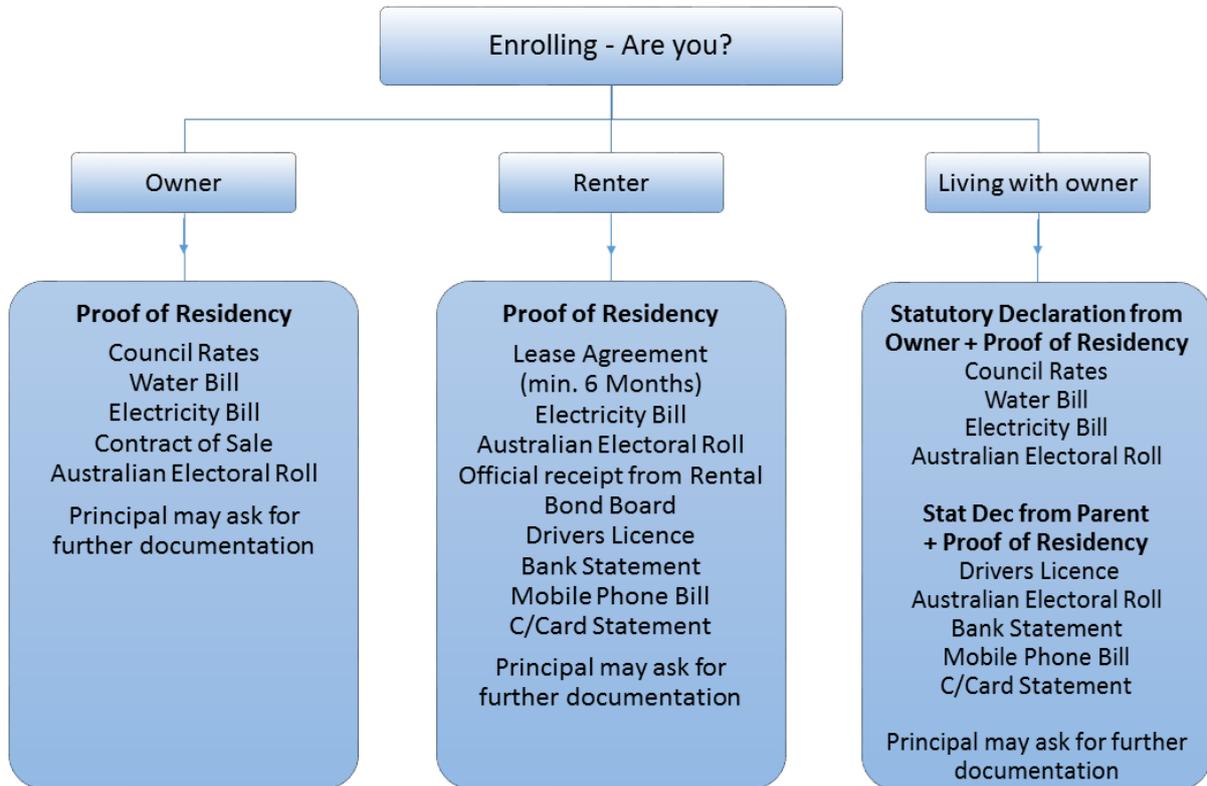
In schools where demand for non-local places exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel must include at least one staff member, other than the principal and one school community member, nominated by the school's parent organisation.

In assessing the application of the criteria to individual cases, the panel will consider only those matters represented on the application form and not oral or other submissions. The decision made by placement panel must be made within the context of the agreed enrolment ceiling and buffer retained for local students arriving later in the year. The placement panel will record all decisions and minutes of meetings.

**Local Area Enrolment**

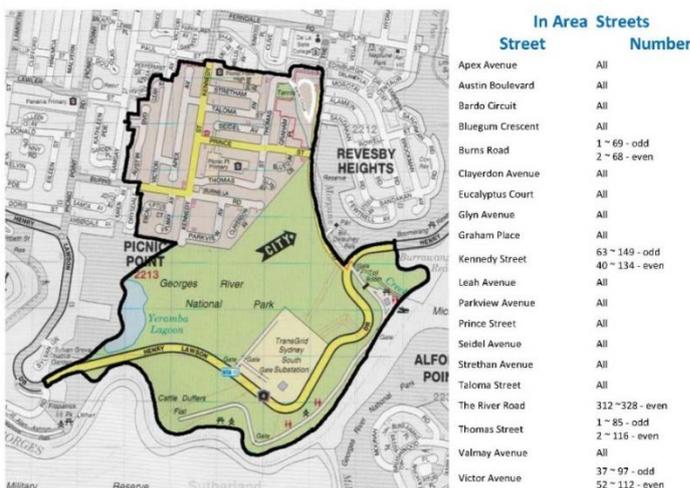
Children living within the **local area** will be enrolled in accordance with the policies of the NSW Department of School Education.

Parents must provide documentary evidence of their place of residence within the school boundary. This evidence is outlined in the flowchart below.



For the most current information on our school boundary please visit the [NSW Public School Finder Website](#)

Places in each year will be kept open from the start of the year to ensure access for children who move into the local area during the year. The number of places will be based on historical data and predicted enrolment fluctuations. Places in this buffer are not to be offered to non-local students.



Please note that this map is subject to change by the Department of Education. The most current information can be found on NSW Public School Finder

**Non Local Enrolment**

Applications for non-local enrolment will be considered based on the enrolment ceiling established by the school. The enrolment ceiling is determined by the available permanent accommodation. Demountables are not usually counted towards the enrolment ceiling unless replacement accommodation is under construction.

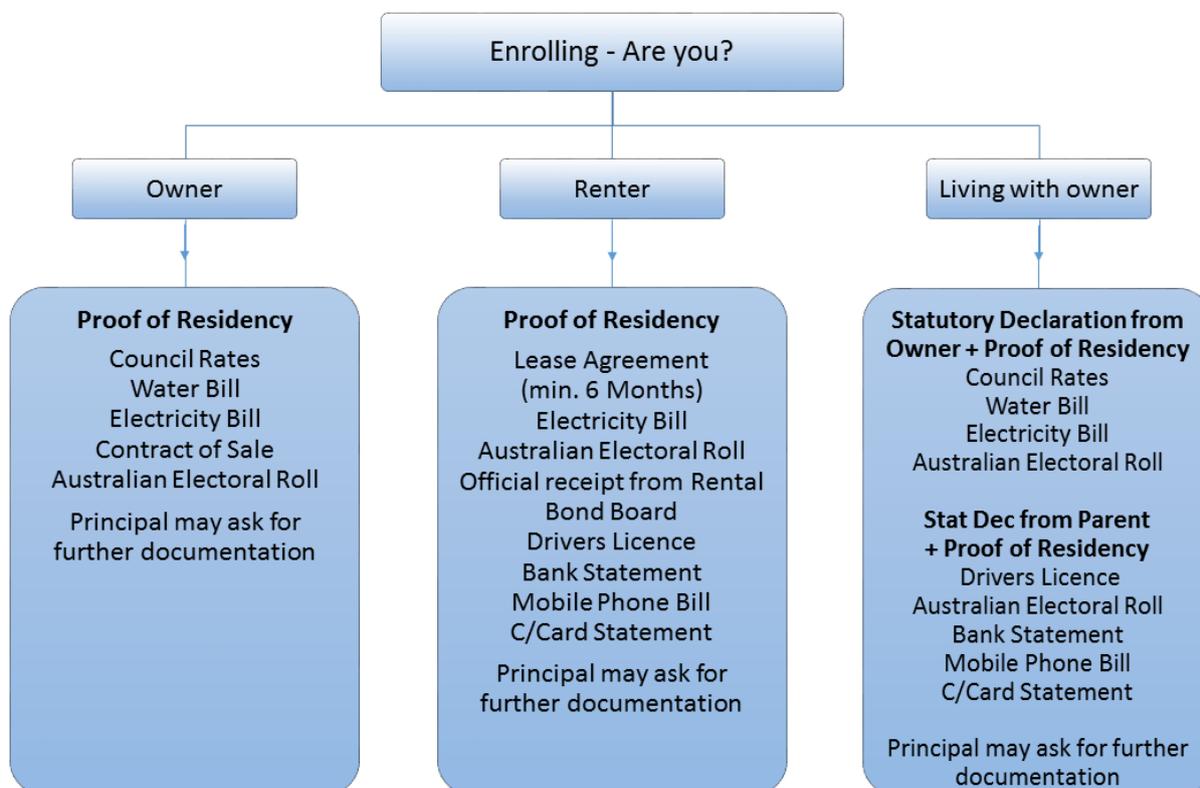
Criteria could include factors such as (criteria are not listed in a priority order):

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

**It may not always be possible to offer enrolments to all children who have siblings attending the school.**

**Criteria will be applied equitably to all applicants.**

Parents must provide documentary evidence of their place of residence. This evidence is outlined in the flowchart below.



### Waiting Lists

Waiting lists may be established for non-local students. The size of the waiting list should reflect realistic expectations of potential vacancies.

Waiting lists are current for one year.

### Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. Where required, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter.

If the matter is not resolved at the local level, the school director will consider the appeal and make a determination. The director will consult with the relevant principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

### Review / Evaluation of Enrolment Policy

Review and evaluation of the enrolment policy should be conducted as needed.