



ARNCLIFFE PUBLIC SCHOOL

ENROLMENT POLICY

February 2008

Source of Authority: Enrolment of Students in Government Schools:
A Summary and Consolidation of Policy, 1997

Policy Development Date: February 2008

Signed: _____

Distribution: School Council
P & C
Staff
Arncliffe Public School Information Booklet

INTRODUCTION

In line with the Departmental/Government policies, this policy outlines requirements for the enrolment of students at Arncliffe Public School.

BASIC TENETS

1. Government regulations require that all children between the ages of 6 and 15 must attend school.
2. Children may enrol in Kindergarten at the beginning of the school year if they turn five years on or before 31st July in that year. Early enrolment of students who are gifted and talented may be considered under special circumstances as supplied by the Department.
3. All students who live in the school's zoned area automatically qualify for a place at Arncliffe Public School (see attached Catchment Map) and will be enrolled at any time throughout the year at parent/guardian request. Children eligible to enrol in Kindergarten may do so up to the end of Term 2. The residential address provided by the parent/guardian, as the child's permanent place of residence is the address used to determine in-zone qualifications. **Proof of residency** is to be provided by all applicants at the time of submitting an enrolment application. Proof of residency may take the form of a current bill (eg power, telephone, rate notice) a letter from a solicitor or real estate agent stating that the family have rented or bought a property or a statutory declaration by a Justice of the Peace.

4. All children, including those with Special Learning Needs, will be enrolled under appropriate Department/Government guidelines if relevant criteria are met.
5. Parents/Guardians may seek to enrol their child at Arncliffe Public School, but limitations as prescribed in this policy and directed by Department/Government regulations will be observed.

ENROLMENT CEILINGS

Enrolment ceiling at Arncliffe Public School, based on available 'permanent' accommodation is set at 400. Demountables are not counted towards the enrolment ceiling.

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements.

ENROLMENT BUFFER

Places in each class will be kept open from the start of the year to ensure access for children who move into the area during the year. The number of places will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. Places in this **buffer** are not to be offered to non-local students. At Arncliffe Public School we have determined a 5% buffer on the enrolment ceiling.

PLACEMENT PANELS

A Placement Panel will be established to consider and make recommendations on all non-local enrolment applications. The composition of the panel will consist of at least one staff member, other than the Principal, and one school community member nominated by the School Council. The panel will be chaired by the Principal who will have the casting vote. The panel will consider all applications for non-local enrolment when places are available in the school. The Placement Panel will be formed annually.

CRITERIA FOR NON-LOCAL ENROLMENT APPLICATIONS

- Siblings already enrolled at the school
- Structure and organisation of the school
- Safety and supervision of the student before and after school
- Siblings who attended the school in the past
- Proximity and access to the school
- Compassionate circumstances

Criteria will be applied equitably to all students.

WAITING LISTS

Waiting lists will be established for non-local students and be current for one year. Parents will be advised if their child is to be placed on a waiting list. Parents with children on waiting lists will be issued a copy of the Arncliffe Public School Enrolment Policy.

APPEALS

When a parent/guardian wishes to appeal against the decision of the Placement Panel, the appeal should be made in writing to the Principal. If the matter is not resolved at a local level the School Education Director will consider the appeal and make a determination.