

PATERSON PUBLIC SCHOOL

Enrolment of Students in Government Schools

Implementation Document



Overview:

This document describes the practices to be undertaken by Paterson Public School based on the DEC policy: Enrolment of Students in Government School which can be found at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools-a-summary-and-consolidation-of-policy>.

A summary and Consolidation of Policy and is subordinate to the state policy.

General Statement

Parents are entitled to enrol their children at the government school that is designated for the intake area within which the child's home is situated. Parents may also seek to enrol their child in the school of their choice. This policy outlines the principles and procedures to be followed when enrolling local and non-local students at Paterson Public School.

Local Enrolments

The local school will make a place available for students who live within the local intake area.

Enrolment Ceiling and Enrolment Buffer

Each year the school will set an enrolment ceiling and an enrolment buffer to accommodate unanticipated local students enrolling during the year. Non-local students will not be enrolled if by doing so the enrolment ceiling is exceeded. In addition the positions indicated by the buffer zone will not be available for non-local enrolments.

Process of Non- Local Enrolment

All parents may seek to enrol their non-local child at Paterson Public School.

Non-local students may only be accepted when the enrolment buffer is not in force and their enrolment into a particular class does not exceed the maximum size for that grade.

In cases where the demand for non-local places exceeds availability, the school will establish a Placement Panel to make a recommendation to the principal on enrolment. The Placement Panel will consider only written enrolment information provided by each non-local applicant for enrolment.

The Paterson School Placement Panel will consider the following criteria to support non-local applications:

- Proximity and access to the school
- Siblings already enrolled at the school (there is no guarantee that non-local siblings will be accepted)
- Medical reasons
- Safety and supervision of the student before and after school
- Special interest and abilities
- Compassionate circumstances
- Structure and organization of the school

Waiting lists may be established for non-local students. Parents will be advised in writing of their child's position on the waiting list. Waiting lists will be in force for the current school year only.

Appeals

Parents may make appeals against the decision of the Placement Panel, in writing, to the principal. The principal will seek to resolve the matter. If the matter is not resolved at the local level, the Director, Public Schools NSW, will be asked to consider the appeal and make a determination.

Enrolment of Student with Special Needs

Enrolment of students with special needs will be done in collaboration with parents, caregiver, school and district personnel, as outlined on pages 14 and 15 of the Department of Education and Training state policy *Enrolment of Students in Government School: A Summary and Consolidation of Policy*. The collaboration will consider the student's needs and the capacity of the school and the system to provide for those needs.

Enrolment Procedure

- The child's birth Certificate should be sighted and copied
- The Principal will:
 - contact the previous school.
 - Request student background information and documents
 - check that the child resides in zone.
- An enrolment application is to be completed for all students.
- The parents and the child are interviewed.
- A decision is made about the most appropriate enrolment for the child.

Note:

- No child who is under suspension can be enrolled.
- A child who has a documented record of previous violent behaviour will not be automatically enrolled.
- The process of enrolment may take some time.
- The Student Information Booklet should be given to the caregiver.

Enrolment Ceiling

Every NSW Public School is required to determine their school enrolment ceiling annually. The enrolment ceiling is based upon the total permanent teaching spaces and their usage. Paterson Public School is currently operating very close to its enrolment ceiling, as based on the currently available 5 permanent teaching spaces.

Enrolment Buffer

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements. Within the enrolment ceiling, a buffer will be determined to ensure that all students within the school intake area can be catered for. This buffer is then reserved for children within the intake zone and is based upon historical enrolment data and anticipated enrolments.

Paterson Public School is currently operating close to the enrolment ceiling, and when taking into account the buffer, is only able to accept local enrolments.