School Enrolment Policy

Ref: CPPS 04/11

Related Policies and Guidelines:

1. DET 1997 “Enrolment of Students in Government Schools: A Summary and Consolidation of Policy”

Enrolment Ceiling:
The enrolment ceiling for Connells Point Public School is currently 546 students. This figure is determined by the available permanent accommodation of 22 classrooms.

Enrolment Buffer:
The ceiling for enrolment of non-local students is currently 524 (hereafter referred to as the Enrolment Buffer), leaving 22 places for local students.

Local Students:
Local students are those whose permanent place of residence lies within the geographical boundaries as determined by the Department of Education and Training (DET). 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 (1991);
- 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.

Where the total school enrolment is below 524 students, 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 are:

- compassionate circumstances;
- the structure, programs and/or organisation of the school as appropriate for the child;
- the safety and supervision of the student before and after school;
- travel arrangements and/or proximity to the school.
After classes have been formed for the year, non-local applications will be considered if:

- the Enrolment Buffer has not been reached and/or
- 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.

**Placement Panel**

Where the demand for non-local enrolment placement exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local applications, using the listed criteria.

The placement panel will be comprised of:

- the Principal (chairperson) who will have a casting vote;
- a teacher; and
- a parent representative from the P&C or School Council as determined by the Principal.

The panel will consider only the information provided on the Application for Non-Local Enrolment Form. The decisions made by the placement panel must be made within the context of the enrolment ceiling and the buffer retained for students arriving later in the year. If necessary, the panel will meet no later than Kindergarten Orientation Day to finalise enrolments for the following year. The placement panel will record all decisions. Minutes of meetings are to be made available on request to the School Education Director.

**Waiting List**

When necessary, a waiting list will be established by the placement panel for each class in the current year. Offers will be made to those on the list if and when suitable class placement becomes available. Non-local applicants, throughout the year, will be provided with the opportunity for placement on the waiting list. Where special circumstances relating to the selection criteria apply, the application will be considered by the placement panel. The waiting lists remain current for one school year.

**Appeals**

All appeals against the decisions of the placement panel are to be made in writing to the Principal. The purpose of the appeal is to determine whether the stated criteria have been fairly applied. Where necessary, the Principal will provide or arrange for assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter. Where this is unsuccessful, the School Education Director will consider the appeal and make a determination.