

Taree West Public School

School Enrolment Policy

This policy has been developed in consultation with the School Education Director and Taree West School Community.

Taree West Public School exists to provide high quality education for all students. Legislation requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

General Principles Governing Enrolment

Students are considered to be enrolled when he or she is placed on the admission register of the school. All 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 and that the child is eligible to attend.

Parents may seek to enrol their child in the school of their choice. The schools has set an enrolment number to cater for anticipated local demand and to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.

School Enrolment Ceiling

The school enrolment ceiling is 550

Enrolment Buffer

The school enrolment buffer is 15

Placement Panels

Membership of the school placement panel is as follows:

- Principal
- Deputy Principal
- School Admin Manager
- P& C president

The placement panel has been established to consider and make recommendations on all non-local enrolment applications. The panel will meet formally in Term 3 and 4 of each year to consider Kindergarten enrolments for the following year and as required at other times throughout the year. It is anticipated that communication back to parents will take place within 1 week of panel decision.

School Enrolment Policy

The panel is chaired by the principal who has a casting vote. The development of criteria for the enrolment of non-local students is the responsibility of the placement panel. The criteria are consistent with the general principles governing enrolment in NSW Government schools.

In assessing the application of the criteria to individual cases, the panel considers only those matters presented on the application form and not oral or other submissions. The decisions made by the placement panel are made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year.

The placement panel keeps a record of all decisions and minutes of meetings are available on request by the School Education Director.

Criteria for Non-local Enrolment Applications

Criteria for selecting amongst non-local enrolment applications is documented and made available, in advance, to parents who are interested in enrolling their children.

The Taree West Public School Criteria for non-local enrolments:

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- availability of curriculum or extra curricula provisions
- special interests and abilities
- compassionate circumstances and student welfare grounds
- structure and organisation of the school.

The established criteria are applied equitably to all applicants. Parents are provided with an explanation of the decisions of the placement panel in writing, should they request it.

Waiting Lists

Waiting lists may be established for non-local students. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list will 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 will 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 Education Director will consider the appeal and make a determination. The School Education 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.

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 Education 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.