

GLENHAVEN PUBLIC SCHOOL



ENROLMENT POLICY



Education

GLENHAVEN PUBLIC SCHOOL
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Enrolment Policy

1. Rationale:

The Education Reform Act 1990 requires students between the ages of six and fifteen 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 these obligations are fulfilled.

The intake area for Glenhaven Public School has been determined following consultation between the then District Superintendent and the principals of adjacent schools. The latest revision was in December 2012 and is recorded on a map and supporting documents filed in the school. The map is available to parents on request and on the Department of Education internet site.

In general, all students living within the intake area should be guaranteed a place in the school.

Non-local enrolments cannot be used to create the need for additional staff and accommodation.

Whenever enrolments exceed the accommodation available in permanent classrooms non-local enrolments can only be accepted in exceptional circumstances as detailed in Section 4 below.

2. Enrolment Ceiling

Glenhaven Public School has 11 permanent classrooms and 7 demountable classrooms. This gives the school an approximate enrolment of 430 students.

Demountables are not usually counted towards the enrolment ceiling unless replacement accommodation is under construction.

3. Enrolment Buffer

Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area.

In schools where spare accommodation exists, except for enrolments at the commencement of the school year, non-local placements must not generate demand for extra staff or create disruption to school routine.

A buffer of approximately 1-2 students per class would be set depending on whether the class was in K-2 or 3-6 category.

4. Non-Local Enrolments

Aim: To provide a process and guidelines for considering non-local applications for enrolment in this school.

Implementation: A placement panel is established to consider applications for non-local enrolment where demand for non-local places exceeds availability. Membership of this panel is the Principal, a staff member and a parent nominated by the P and C.

The panel is to be chaired by the Principal who will have a casting vote.

The Placement Panel must limit recommendations to the terms of this policy.

Criteria for Selection:

- 1) Acceptance of the enrolment will not create the need for additional staff and accommodation under any circumstances.
- 2) If criterion (1) is met, the following **could** permit acceptance of an application:
 - i) Older siblings still enrolled in the school but family has moved out of the enrolment area.
 - ii) Previously accepted non-local siblings of students are already enrolled in the school.
 - iii) Siblings used to attend this school.
 - iv) Substantial student welfare reasons other than the convenience of child-minding arrangements. Such reasons might be extreme compassionate circumstances or medical reasons.
 - v) Proximity and access to the school to be a priority
 - vi) A Statement of Declaration must be provided for students and/or parents using the address of a relative that they are residing with. This should include the time that they have spent at this address and the time they perceive to be staying here.
- 3) Waiting lists are not usually maintained.
- 4) Appeals: Appeals are to be dealt with in the first instance by the school. The appeal should be made in writing to the Principal.

Where the appeal is not resolved at the local level, the Principal will request the Director of Education to consider the matter. All documentation relating to the school's decision must be forwarded to the Director.

The Director of Education's determination will be based on whether the stated criteria in the school's policy have been fairly applied.
- 5) School administrative and support staff must be fully informed of this policy.
- 6) Parents have the right to make a non-local enrolment application even although they may have been advised that the school is unable to accommodate non-local enrolments.

Reference:

"Enrolment of Students in Government Schools: A Summary and Consolidation of Policy"
(August 1997)