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**ENROLMENT POLICY**

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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 and can be found on the school’s website.

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

**2.Online Enrolment**

Glenhaven Public School is using the online enrolment process. Parents can find this link on the “Enrolment” page on the school’s website. This page also contains relevant information on the Department’s Enrolment policy as well as a ‘school finder’ to confirm that the child is enrolling in their allocated school.

If the address is not within the school’s intake area you will be directed to complete a out-of-area application.

The parents or carer completing the application must provide the child’s main residential address and a contact email to begin the online enrolment process.

**3.Enrolment Cap**

The enrolment cap is the number of students that can be enrolled at a school based on the school’s permanent accommodation. The enrolment cap informs the department whether the school has the capacity to accept non-local enrolments. It is not a target or a limit on the number of local enrolments a school can take.

Each school with a local intake area will have a cap set by the department from Term 4 2019.

The cap for Glenhaven Public School is **255**. This reflects that the school is currently well above its cap.

Within the enrolment cap, a number of enrolment places must be kept aside for the likely number of local students who will need to enrol during the year. The enrolment places that are being kept aside are called the buffer. For this reason, Glenhaven Public School will not take non-local students once they reach the buffer.

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

**4.100-point residential address check**

Parents planning to enrol their child at Glenhaven Public School, which is over its cap, will be asked to complete the 100-pont residential address check to confirm they live within the school’s designated local intake area. This means parents will need to provide documents to verify the child’s address i.e council rates notice/lease agreement with lodgment to rental board and utility bills.. If parents provide short term evidence of addresses through Statuary Declarations and short term leases, students may be asked to move to their new local school if the family moves within a specific time to outside the school’s enrolment area.

It should be stressed that enrolment applications and Statutory Declarations are legal documents and must be completed accurately.

**5. Non-Local Enrolments**

Sibling enrolments are prioritised (where possible) and selection criteria for non-local enrolment will not include student ability, performance, or achievement.

If the school is below capacity, out-of-area applications for siblings of current students will be given enrolment priority when entering Kindergarten.

Glenhaven Public School will continue to apply the policy fairly and consistently using transparent and accountable processes when making decisions about enrolment applications.

Parents have a right of appeal to determine whether the stated processes have been applied in a procedurally fair manner.

**6. Sibling enrolment**

If a child is already enrolled as an out-of-area student at Glenhaven Public School, siblings can be enrolled depending on the capacity of the schools at that time. The following conditions are applied:

* If the school is **not near its buffer**, then siblings should be able to be enrolled at the school. Siblings of students currently enrolled will be prioritised, where possible, over other non-local enrolment applications.
* If the school is **nearing its buffer**, then the school will form a non-local enrolment panel. The panel considers non-local enrolment applications when the number of non-local applications received exceeds the number of places available below the buffer. Again, siblings of students currently enrolled will be prioritised, where possible, over other non-local enrolment applications.
* If the school is **at capacity i.e. full**, they will not accept non-local enrolment applications unless there are exceptional circumstances and spaces are available in the relevant grade.
* If students are enrolled at Glenhaven Public School and they relocate to another area, outside of the school intake area, then any further sibling enrolments will be considered as a non-sibling out-of-area applications and will have normal policy guidelines applied.

**7. Panel**

The panel is to be chaired by the Principal along with an active member of the P and C, School Administrative Manager and Assistant Principal also forming the panel.

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. Waiting lists are not maintained.
3. 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.

1. School administrative and support staff must be fully informed of this policy.
2. 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 Policy 2019