

# **HOMEBUSH PUBLIC SCHOOL**

## **Enrolment Policy**

### **RATIONALE:**

The government school system in New South Wales exists to provide high quality education for all students. The Education Reform Act 1990 outlines the objects of education and the legal requirements for compulsory schooling.

The legislation 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 to ensure that these obligations are fulfilled.

### **GUIDELINES:**

- A student is considered to be enrolled when he or she is placed on the admission register of a school.
- A student should be enrolled in one school only at any given time.
- 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.
- School local areas are determined by the Department of Education and Communities through a process involving consultation between the Properties Directorate and the district superintendent.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- Schools are required to have a written policy, which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- The decision on where to enrol a student, and with what level of support, will depend on a number of factors, including a student's educational needs, the expressed desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

### **HOMEBUSH PUBLIC SCHOOL**

Homebush Public School currently has twenty two permanent rooms suitable for classes.

Local students may enrol subject to the following conditions

- They have turned five years of age on or before 31 July in the year for which they seek enrolment.

- They can be provided with the appropriate level of support (in the case of students with disabilities and/or special learning needs).
- They are not under suspension or expulsion from another school.
- They are not restricted by court or Dept of Community Services orders which may prohibit their enrolment.
- They meet visa requirements in the case of non-Australian citizens.
- Their parents provide three pieces of documentation proving residency at the said address i.e. rental agreement, rates notice, electricity/gas/phone bill etc.

### **ENROLMENT CEILING**

Homebush Public School has set its ceiling at 550 students. This would allow twenty two classes to be comfortably accommodated in the existing permanent structure.

### **ENROLMENT BUFFER**

In accordance with the Enrolment of Students in Government Schools policy of 1997, “No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements”. To this end, a buffer of two students per grade will be maintained in order to accommodate for local students arriving throughout the year.

### **PLACEMENT PANEL**

Homebush Public School has historically had a demand placed on it by non-local enrolment applications. When such a demand exceeds availability a Placement Panel will be formed consisting of the Principal, one other staff member and a parent representative endorsed by the School P&C.

### **CHOSEN CRITERIA**

The criteria used for selecting non-local enrolment applications are consistent with the general principles governing enrolment in Public Schools as stated in the Enrolment of Students in Government Schools policy of 1997.

Criteria for selecting amongst non-local enrolment applications *when demand exceeds availability* are documented and made available to parents who are interested in enrolling their children. The selected criteria for Homebush Public School are:

- Sibling already at school
- Medical reasons
- Safety and Supervision of the students before and after school
- Compassionate circumstances
- Proximity and access to school

Further Criteria from the Enrolment of Students in Government Schools policy of 1997:

- structure and organisation of the school
- special interests and abilities
- availability of subjects or combinations of subjects
- access to single-sex education

## **WAITING LISTS**

A waiting list will be established if demand for non-local enrolments exceeds the school requirements of buffer. Parents will be advised in writing if their child is to be placed on a waiting list. Waiting lists will remain current until the end of Term One each year.

## **APPEALS**

Appeals are to be made in writing to the Principal. The principal will seek to resolve the matter. If the matter is not resolved at a local level, the School Education Director will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.