



Faulconbridge PUBLIC SCHOOL

ENROLMENT PROCEDURE for Non-Local Enrolments (Based on DoE Policy)

2021

School Policy

According to Departmental Policy, compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend if their home is within the school's intake area. Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their race, religion, ethnicity or disability.

Faulconbridge Public School Local Area

The local drawing area for Faulconbridge Public School is attached to this policy (refer to the diagram appended to this policy).

Link: <https://schoolfinder.education.nsw.gov.au>

Faulconbridge Public School's Enrolment Ceiling

The enrolment cap is based on permanent classrooms available on the school site. It also takes into account the NSW Department of Education class size policy which states that classes need not exceed:

K – 20, Year 1 – 22, Year 2 – 24, Years 3-6 – 30 students

Within the enrolment cap a buffer has been determined to accommodate local students arriving throughout the year. Consequently, enrolment at the commencement of each year, where current local enrolments do not already exceed limits, will allow for two additional students per grade. Please note: Places in the buffer are not offered to non-local students.

Faulconbridge Public School Placement Panel

Each year the school will establish a placement panel to consider all non-local enrolment applications. This panel will be chaired by an Assistant Principal and will include a teacher and a parent representing the P & C. The panel only assesses the information and supporting documentation on the non-local enrolment application form.

The decisions made by the placement panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year.

Criteria for Selection of Enrolment Applications

The selection criteria for non-local enrolment at Faulconbridge Public School in priority order are:

- a) Siblings of students already enrolled at the school;
- b) Safety & supervision of the student before and after school;
- c) Medical reasons;
- d) Proximity and access to the school;
- e) Compassionate circumstances;
- f) Recent changes to local intake boundaries.

Priority should be given to siblings of currently enrolled students, where possible. **If the school is at capacity, it will not accept non-local enrolment applications** unless there are exceptional circumstances. There are instances where exceptional and compelling circumstances will need to be considered.

The panel will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel.

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. If the matter is not resolved at the local level the Director, Educational Leadership will consider the appeal and make a determination. He or she will consult with the principal and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria have been applied.

Kindergarten Enrolment

Each year the principal will advise the parent body and the school community of the enrolment arrangements for the following year's Kindergarten children.

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year.

Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment along with 100 point residential check. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.

The Principal is to ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children.

Faulconbridge Public School Procedures for Kindergarten Enrolment

1. Parents will be advised that applications for enrolment are available from the school and should be completed prior to the end of Term 2 each year. They will also be advised of the policy regarding non-local enrolment and be requested to complete an application for non-local attendance.
2. Details of addresses given for local enrolment will be checked for accuracy.
3. The placement panel will meet early in Term 3 each year. They will consider all applications and make decisions based upon this stated policy.
4. The school will then notify parents of successful and unsuccessful applications, advising parents of this policy, reasons of non-acceptance, and of waiting lists.
5. An orientation program will be held during Semester 2 each year giving an opportunity for parents to be more fully informed about the school and procedures as well as easing the transition of children into Kindergarten.

