



EAST MAITLAND PUBLIC SCHOOL

ENROLMENT POLICY AND PROCEDURES

Revised February 2018

Rationale

- Students will be enrolled into East Maitland Public School in accordance with the policy *Enrolment of Students in Government Schools*.
- Persons residing in the school's designated intake area as determined by the Department of Education are entitled to be enrolled. The accompanying map gives an indication of this zone but boundaries can be clarified via the *School Intake Zone Enquiry* tool.
- Persons not residing in the school's designated intake area as determined by the Department of Education are entitled to apply to be enrolled.

Implementation

- Parents complete a current *Application to enrol in a NSW Government school* form and supply the required support documentation.
- A student is considered to be enrolled at East Maitland PS when he or she is placed on the admission register of the school and has started attendance at the school.
- A student should be enrolled in one school only at any given time.
- Risk management must be conducted as part of the enrolment process.
- East Maitland PS is required to set an enrolment ceiling to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at the school.
- East Maitland PS has determined the grounds on which non-local enrolments will be considered eligible to enrol as a non-local enrolment if places are available.

Enrolment Ceiling

As of February 2018, the enrolment ceiling at East Maitland PS is based on 20 permanent classrooms. The ceiling is 531. This ceiling is reviewed annually.

Enrolment Buffer

Three places will be maintained for local enrolments for each of the 7 grades resulting in an enrolment buffer of 21. Therefore if current enrolments exceed 510, the school will not be able to consider any non-local enrolments.

Placement Panels

Our school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel includes the principal, the deputy principal and one school community member, the president of the P&C. The panel is chaired by the principal who has a casting vote.

Criteria for Non-local Enrolment Applications

Students will be accepted for non-local enrolment at EMPS in the following priority order:

- Students who have documented medical reasons;
- Students who have siblings currently enrolled at the school;
- Students who have compassionate reasons accepted by the placement panel;
- Students who have before/after school safety and supervision concerns.



Provided that:

- The school enrolment ceiling is not breached;
- The school enrolment buffer zone is not breached;
- The safety, wellbeing and supervision of the student whilst travelling, and before and after school, can be reasonably assured in the opinion of the placement panel;
- There is a vacancy in the class and the class recommended ceiling would not be breached; and
- The enrolment of the student does not disrupt the organisation of classes after the commencement of the school year.

Please note that there are no special provisions for the enrolment of non-local students whose siblings are already enrolled at East Maitland PS. The enrolment of all siblings cannot be guaranteed if students are non-local.

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

Parents of Kindergarten students enrolled for the following year will be advised of the outcome of their application for placement as soon as practicable. This will enable attendance at Kindergarten Orientation in Term 4 of the year preceding enrolment in Kindergarten.

Year 6 children's local high school is determined by the family's permanent residential address. Enrolment at any other school requires a non-local application.

Multi-Categorical Class Placements

Multi-Categorical class placements are allocated through placement panels at district level. East Maitland PS currently has a three-class multi-categorical unit.

Carrie's Place/Endeavour Motel Enrolments

Temporary enrolments from Carrie's Place or the Endeavour Motel are accepted at East Maitland PS. These children are not included in the school's enrolment figures, though provision to cater for these children is provided within the buffer zone.

Waiting Lists

Waiting lists may be established for non-local students. Parents will be advised in writing if their child is to be placed on a waiting list. The size of the waiting list should reflect realistic expectations of potential vacancies. Waiting lists are current for one year. Parents should advise if they do not wish to be placed on a waiting list.

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 Director Public Schools NSW will consider the appeal and make a determination. The Director Public Schools NSW will consult with the principal as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

References

- Enrolment of Students in Government Schools: A Summary & Consolidation of Policy August 1997
- Enhanced Enrolment Procedures, 2nd August 2006 updated 2015.
- Improved Access for Principals to Information on Students Presenting for Enrolment, 2nd August 2006.
- Enrolling Students with a History of Violence School Counsellor Advice to Principals, 2nd August 2006.
- Collection, Use and Disclosure of Information about Students with a History of Violence Legal Issues Bulletin No 40, 16th May 200

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supportive environment in pursuit of excellence*

