

Artarmon Public School

Enrolment Policy

(updated 19 September 2007)



This policy is based upon the document *“Enrolment of Students in Government Schools: A Summary and Consolidation of Policy - August 1997”*. In the case of contentious issues reference should be made back to that policy.

Aims

In order to improve outcomes for students, the Artarmon Public School Enrolment Policy aims to:

- Acknowledge that all students residing within the intake area designated to Artarmon Public School are entitled to enrol in the school.
- Set an enrolment ceiling which caters for anticipated local demand and ensures that, should they choose to attend, every eligible child has a place at Artarmon Public School.
- Delineate the circumstances under which “out of area enrolments” will be considered.

Implementation

- Parents may choose to apply for non local enrolment for their children at Artarmon PS.
- Applications for non local enrolments will be made in writing on the form attached.
- Applications will be considered against the criteria for non local enrolments listed below.
- A non local placement panel will consider and make recommendations on non local enrolment applications **in instances where demand exceeds availability**.
- Where demand exceeds availability for non local enrolment positions, a waiting list will be established and parents notified as soon as a place becomes vacant in the relevant grade/s.
- Parents will be advised in writing if their child is to be placed on a waiting list. The student’s position on the list will also be detailed.
- Waiting lists are current for one calendar year.
- Where non local enrolment is sought as a result of conflict at the student’s current school parents will be urged to resolve that conflict before an application is lodged.

Enrolment Buffer

- With the exception of enrolments at the beginning of the school year non local placements must not generate demand for extra staff or create disruption to school routine. For this reason an enrolment buffer has been set.
- An enrolment buffer of two places per grade is set to accommodate local students arriving throughout the year. Places in the buffer are not to be offered to non local students.

Criteria for Non Local Enrolments

- structure and organisation of the school (eg numbers of available places)
- compassionate circumstances

Roles and responsibilities

- Where the demand for non local places does not exceed availability the decision to offer a student placement will be made by the Principal or Deputy Principal following the guidelines listed above.

“Non Local Enrolment” Panel

- In instances where the demand for non local places exceeds availability, the school will establish a placement panel to consider and make recommendations on non local enrolment applications.
- The panel will consist of the Principal, a staff member and a community member nominated by the school’s parent organisation.

Plan for evaluation

- This policy should be evaluated as the need arises but particularly if the demand for non local placement increases. Regular monitoring will take place in order to ensure that the non local enrolment criteria and enrolment buffer remain realistic.

Appendices (Application for non local enrolment form)

APPLICATION FOR NON LOCAL ENROLMENT

This form should be returned to the public school that you wish your child to attend. Please read the information for parents on the back of this form.

STUDENT INFORMATION

Family name: Date of birth:/...../.....
Given names: Male Female (tick)
Address: Postcode:
Home phone: Work phone: Mobile:
Parent/guardian name: Relationship to student:
Present school: Present Year (K-6):

NON LOCAL SCHOOL PLACEMENT REQUEST

Year sought: Proposed date for enrolment

Why are you applying for non local enrolment?

Compassionate circumstances.

Please give complete details of the reason for your application for non local enrolment:
(attach any further information that you feel may be relevant)

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Signature of parent/guardian: Date:/...../.....

SCHOOL USE ONLY:

Date received:/...../..... Places available? Parents advised on:/...../.....

Designated Local Public School

Notes:
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INFORMATION FOR PARENTS

PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM

Parents should be aware that the enrolment of students into non local schools is governed by the document "*Enrolment of Students in Government Schools: A Summary and Consolidation of Policy - August 1997*".

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.

However, parents may wish to seek application for their child to enrol in the school of their choice (non local school).

The number of students a school may enrol is limited by the availability of classroom space. This means that some schools may not have room left for non local enrolments after accommodating local children.

At Artarmon Public School we have demountable buildings on site and therefore, due to limitations of space, our school is unable to accept non-local enrolments except in a small number of circumstances. They are:

- in compassionate circumstances.

Your application will be considered by the school's non local placement panel.

Parents can appeal against decisions regarding non local placement by writing to the School Education Director.

FORWARD THIS FORM TO THE PRINCIPAL OF THE NON LOCAL PUBLIC SCHOOL AT WHICH YOU ARE SEEKING PLACEMENT.