

# Dapto Public School

# Enrolment Policy

*(Revised 2019)*



This policy is based upon the document “Enrolment of Students in Government Schools: A summary and consolidation of Policy – August 2019.” In case of contentious issues refer back to this policy.

## Aims

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

- Acknowledge that all students residing within the intake area designated to Dapto 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 Dapto Public School.
- Delineate the circumstances under which “non local enrolments” will be considered.

## Implementation

- Parents may choose to apply for non local enrolment for their children at Dapto Public School.
- 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 enrolment panel will consider and make recommendations on non-local enrolment application in instance where demand exceeds availability.
- Where demand exceeds availability for non local 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
- Waiting lists are current for one 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 Ceiling

- An interim enrolment ceiling is set at 870 mainstream. This figure is based on 38 permanent classrooms.
- Enrolments of local area students above the school enrolment ceiling will be accommodated for by additional accommodation being placed on site for in-area students.
- If there is spare capacity in any grade this capacity may be transferred to another grade providing it does not disturb the current configuration of classes.
- Dapto Public School also has four support classes. Placements in these classes will be decided by DEC Procedures, external of Dapto Public School.

## Enrolment Buffer

- Non-local enrolments must not generate demand for extra staff/classrooms or create disruption to school routine. For this reason an enrolment buffer has been set.
- An enrolment buffer of 7 places will be kept to accommodate local students arriving throughout the year.

## Considerations For Non-Local Enrolments

- Siblings already attending the school
- Safety and supervision of the student before and after the school.
- Proximity and access to the school
- Structure and organisation of the school
- Compassionate circumstances
- Special interest and abilities
- Real estate contract signed and exchanged for families not yet residing but moving into the local area.

## Roles and Responsibilities

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

### Non Local Enrolment Panel

- In instances where demand for non local places exceeds availability, the school will establish a placement panel to consider recommendations on non local enrolment applications
- The panel will consist of the Deputy Principal, a staff member and a community member nominated by the Dapto Parents and Citizens body.

## Kindergarten Enrolment

Children may enrol in kindergarten at the beginning of the school year if they turn 5 years of age before 31<sup>st</sup> July in that year.

All students require:

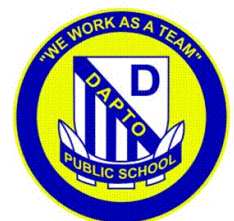
- Proof of Residency (*eg. Rates notice*)
- Birth Certificate
- Immunisation Certificates
- Any other paperwork (*including medical information*) relevant to your child.

## Plan and Evaluation

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

## Appendix

- ~ Application Form for non local enrolment
- ~ Information for parent's letter
- ~ Enrolment of Student in Government School Policy (2019)





# Dapto Public School 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 Details

Family Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Given Names: \_\_\_\_\_ Male or Female \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Parent / Caregiver Name: \_\_\_\_\_ Relationship to student \_\_\_\_\_

Present School: \_\_\_\_\_ Present Grade: \_\_\_\_\_

Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

### Why Are You Applying For Non Local Enrolment?

- Siblings already attending school ..... Yes / No
- Safety and Supervision of student before / after school..... Yes / No
- Compassionate Circumstances..... Yes / No

### Please give a detailed reason for your application for non local enrolment:

(attach any further documentation or information that you feel may be relevant)

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Signature of Parent / Caregiver \_\_\_\_\_ Date: \_\_\_\_\_



# Dapto Public School

## Non – Local Enrolment Years K-6

### Information For Parents

**Please Read Carefully Before Completing This Form**

Parents should be aware 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 enroll in the school of their choice (non-local school).

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

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

Parents may 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**