Croydon Park Public School

ENROLMENT POLICY

Preamble: The enrolment pattern of Croydon Park Public School is subject to great change. There is a high level of mobility which makes the formation of classes extremely difficult.

Within this context the following policy guidelines are effective from the commencement of the 2009 school year.

1. Children living within the local area will be enrolled in accordance with the policies of the NSW Department of School Education.

   Parents must provide three (2) forms of documentary evidence of their place of residence. This evidence must be:
   ▪ either the council rates notice or rental or lease agreement; and
   ▪ one of the following - water/gas/electricity/telephone/ Medicare/Centrelink or bank account statement.

   A drivers licence is not considered to be evidence of residential address.

2. The boundary of our local area is indicated on maps held in the school office.

3. Places in each year will be kept open from the start of the year to ensure access for children who move into the local area during the year. The number of places will be based on historical data and predicted enrolment fluctuations. Places in this buffer are not to be offered to non-local students.

4. Applications for non-local enrolment will be considered only when there are places available in the school and the enrolment does not create the need for a demountable classroom (Department of Education and Training Policy). Contact will be made with all non-local applicants to obtain further information, if required.

5. Criteria for selecting amongst non-local enrolment applications are listed in priority order:
   i. Sibling(s) already enrolled at the school
   ii Safety and supervision of the student before and after school
   iii Compassionate circumstances
   iv Proximity and access to the school
   v Structure and organisation of the school
   vi Medical reasons

   Criteria will be applied equitably to all applicants.

6. Out-of-area (non local) placements will be determined by the principal in accordance with the school policy.
7. **Enrolment of Students with Disabilities**
When students with disabilities are seeking enrolment into regular classes, an appraisal of the students educational and support needs will occur. This may occur as part of a planned transition process, or at the time the enrolment is sought and may involve the school counsellor and other DET staff.

In determining the most appropriate enrolment options a number of factors will need to be considered including:
- Expressed desire of the parents/caregivers
- Appraisal of educational and support needs
- Capacity to provide the level of support required
- Availability of services at alternative locations

8. **Enrolment of Students who are not Australian Citizens**
Applications for enrolment for students other than Australian citizens, are dealt with under *Guidelines for Schools – Enrolment of Permanent Residents and Temporary Visa Holders* policy issued by the DET.

Permanent residents enrolled in government schools have access to the same educational provisions as Australian citizens.

Temporary residents and temporary visa holders are subject to the conditions outlined in the above set of guidelines.

9. **Enrolment of ESL Students from Overseas into Year 6**
Students seeking enrolment into Year 6 are referred to the Intensive English Centre for assessment with a view to placement in that centre for intensive English tuition.

10. **Waiting lists** will be established for non-local students and will be current for one year. Parents will be advised in writing if their child is to be placed on a waiting list and their position on the waiting list.

11. **Appeals** should be made in writing to the Principal and if not resolved at the local level referred to the School Education Director to make a determination.

Sandra Angel
Principal

Revised 2009, 2010