



# Gresford Public School

## Enrolment Policy

Gresford Public School is mindful of its responsibility under the Education Reform Act of 1990 to provide high quality education for all students. This legislation requires students aged six and over to be enrolled at a government or non-government school.

Gresford Public School accepts and abides by the general principles governing **enrolment and discrimination in enrolment** as set out in the *"Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy; August 1997"*.

### Eligibility for Local Enrolment

- Children who attain the age of 5 years prior to 1 August (i.e. on or before 31 July) in that year, may be enrolled at Gresford School.
- Children living within the Gresford Public School zone (see below).
- The school strongly recommends that children be enrolled at the beginning of the school year. Parents who choose to enrol after the beginning of the year may do so, but all new Kindergarten enrolments must be finalised by the end of Term 2. Children who attain the age of five years after 31 July, and eligible children not enrolled by Term 2, must await enrolment at the beginning of the following year.
- The principal will enrol, on their arrival at school, students on transfer from other schools and children reaching the statutory school age of six years.
- It is essential that the school be informed of all intending Kindergarten enrolments at the beginning of the year, regardless of date of enrolment. This knowledge will ensure that the correct staff is allocated and an appropriate number of classes are formed.

### School Boundaries

- All houses in the Gresford and East Gresford townships.
- All areas north (including Lewinsbrook, Allynbrook, Halton and Eccleston) along and adjoining Allyn River Road to the Barrington Tops National Park and to "The Gap" on the Salisbury Road.
- All areas north (including Mount Rivers, Lostock, Carrabola) along and adjoining Paterson River Road to the Barrington Tops National Park.

- All areas south (including Clements Road and Torryburn Road) along the Gresford Road to Fishers Hill Road.
- All areas south west along Glendonbrook Road to Cranky Corner, Glendonbrook.
- All areas north east along Bingleburra Road to and including Parks Creek Road.

### **Waiting List for Non-Locals**

A waiting list for non-local enrolments will be established each year. Prior to placement on the waiting list the realistic possibilities of placement will be explained to parents.

### **Non-Local Enrolments**

Children not resident within the stated enrolment zone may apply for Non-Local enrolment. A placement panel considers all non-local applications. Application should be made in writing providing the Placement Panel with as much information as necessary to make a fair determination. The application must meet the stated criteria for non-local enrolment.

In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions. The Placement Panel should record all decisions and minutes of meetings.

### **Criteria for Non Local Enrolment - In Priority Order**

- 1.0 Students will be accepted for non-local enrolment at this school in the following priority order:
  - 1.1 Students who have documented medical reasons; or
  - 1.2 Students who have compassionate reasons accepted by the placement panel, or
  - 1.3 Students who have siblings currently enrolled at the school, or
  - 1.4 Students who have before/after school safety and supervision concerns.

Provided that:

- (a) The school enrolment ceiling is not breached, and
- (b) The school enrolment buffer zone is not breached, and
- (c) The safety, wellbeing and supervision of the student whilst travelling, and before and after school care can be reasonably assured in the opinion of the placement panel, and

- (d) There is a vacancy in the class and the class recommended ceiling would not be breached, and
  - (e) The enrolment of the student does not disrupt the organisation of classes after the commencement of the school year.
- 2.0 When the number of requests for non-local enrolment exceeds the number of available places, non-local students will be accepted in the priority order 1.1 to 1.4 above.
- 3.0 Applicants for non-local placement to begin at the commencement of the school year for whom no position is available, will be placed on a priority list (waiting) in the priority 1.1 to 1.4 above.
- 4.0 Ongoing applicants for non-local enrolment during the year, for whom no position is available, will be placed on the waiting list in order of receipt of application.
- 5.0 Notwithstanding clause 4.0 ongoing applicants for non-local enrolment during the year who are accepted by the placement panel as satisfying 1.1 or 1.2 will be placed at the top of the waiting list.

### **Placement Panel**

The panel to consider non-local enrolment consists of principal, staff representative and a designated representative of the School Community.

### **Appeals**

Parents wishing to appeal against the decision of the placement panel should do so in writing to the principal. The principal will seek to resolve the matter.

### **Year 7 Enrolment**

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.

### **Requirements on Enrolment**

- Student identity - Birth Certificate/Passport
- Immunisation History - Kindergarten only
- Proof of address - all enrolees
- Copies of any applicable court orders.

Generally children transferring from another school are not required to produce proof of age, as it should already have been sighted at the original enrolment.

## **Documentation to be completed**

- Application to enrol in a NSW Government school - per child.
- Permission to Photograph note.
- Application for conveyance if applicable.

## **Information to Parents**

- School Handbook
- Current Canteen Price List
- Current newsletter

## **Enrolment Ceiling**

The current enrolment ceiling is 76 students.

## **Enrolment Buffer**

In considering non-local enrolment and based on historical enrolment data a buffer of two students will be maintained to allow for local enrolments who may present during the year.