

Anzac Park Public School Enrolment Policy

Students are enrolled at Anzac Park Public School in accordance with the guidelines of the NSW Department of Education. This policy is to be read in conjunction with the DoE Enrolment of Students in NSW Government Schools located at www.det.nsw.edu.au.

Rationale

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 (DoE Enrolment of Students in NSW Government Schools p.5). The intake area of Anzac Park Public School has been determined following consultation between the Department of Education, Properties Directorate and Directors. A map of the intake area has been included on our school website. Non-local enrolments will only be considered where a vacancy exists within the relevant grade. No additional accommodation will be provided to cater for increased enrolments resulting from non-local placements. In the context of the above provisions and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Local Enrolment

A student is entitled to enroll at Anzac Park Public School if:

- The child's home is situated within the designated intake area. Proof of residence is required to substantiate the application. The school requests that documents be provided. Documents which satisfy this requirement include rate notices, rental/lease agreements or utilities accounts. Documentation must be original and in the parent/s name. Documents will be confirmed and copied by the school.
- The child is eligible to attend school. Children may enroll at the beginning of Kindergarten if they turn five years of age on or before 31 July in that year. Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.
- All parents enrolling children must produce proof of immunisation status. See NSW Health guidelines regarding procedures for a child who is not immunised.

An interview with the principal or delegated executive member will be held with all new enrolments. A checklist form will be completed during the interview to determine any special needs, EaL/D and funding support for disabilities.

Enrolment Ceiling and Buffer

Anzac Park Public School has an enrolment ceiling, based on 41 classrooms and providing a buffer to accommodate designated intake area students enrolling throughout the year.

Non-local enrolments

Anzac Park Public School must ensure that there are sufficient places for eligible local children. Where spare permanent accommodation exists, non-local placements can be considered.

Placement Panel

The Anzac Park Public School Placement Panel has been established to consider applications for non-local enrolment. Membership of this panel is the Principal, Assistant Principal and a parent nominated by the Parents and Citizens Association. The panel is to be chaired by the Principal. Only those applications presented in writing will be considered. Oral applications or other submissions will not be considered. The placement panel must limit recommendations to the terms of this policy.

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Criteria for Non-local enrolment

- (A) Acceptance of the enrolment will not create the need for additional accommodation under any circumstances.
- (B) If criterion (A) is met, the following could permit acceptance of an application:
- Siblings are already enrolled at Anzac Park Public School
 - Siblings formally attended Anzac Park Public School
 - Proximity and access to Anzac Park Public School
 - Before and after school care arrangements
 - Substantial student welfare reasons
 - Compassionate circumstances
 - Extreme medical reasons
 - Other exceptional circumstances

The Placement Panel will record all decisions and maintain minutes of the meetings. These are to be made available on request to the Director. Parents are informed, in writing, of the panel's decision.

Priority Lists

A priority list will be established for non-local applications. The enrolment committee will determine the priority of each application. The priority order will be reviewed periodically. Parents will be informed in writing before the end of Term 3 if a place is available for their child in the following year.

Appeals

Appeals are to be dealt with in the first instance by the school. The appeal should be made in writing to the Principal. Where the appeal is not resolved at the school level, the Principal will request the Director to consider the matter. All documentation relating to the school's decision must be forwarded to the Director. The Director's determination will be based on whether the stated criteria in the school's policy have been fairly applied.