



Dundurrabin Public School

Enrolment Policy

Purpose:	To ensure the school community is aware of entitlements, requirements and procedures when enrolling students.
Year:	2018

Aim:

For the school to follow procedures documented in: “Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy.”

Implementation:

Students may be enrolled as long as:

- Their fifth birthday is prior to 31 July in the year they are to commence.
- Necessary forms are completed by parent/caregiver.
- Principal sights Birth Certificate and files Record of Immunisation.
- Where a change of name is requested, the principal must sight a copy of the legal documents for verification, otherwise students can be
 - (i) also known as, or
 - (ii) preferred name
- Students 6-17 years must be enrolled and attend school each day that instruction is provided.
- The Transfer of Students procedure is followed. Students transferring from another school will complete enrolment details, meet with the principal and then attend on the next school day to allow appropriate preparations to be made.
- At present the school’s local area is bounded by Clouds Creek to the north, Glenferneigh to the west and the Nymboida River to the East.

Enrolment Ceiling

The enrolment ceiling for Dundurrabin Public School has been established at 25.67 students. This is based on the available permanent accommodation at the school.

Enrolment Buffer

No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local enrolments. The buffer zone will be set at 5% of the current enrolment ceiling.

Non-local Enrolment Applications

Criteria could include factors such as (criteria are not listed in a priority order):

- proximity and access to the school
- siblings already enrolled at the school
- access to single-sex education
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school

The principal will ensure that the established criteria are applied equitably to all applicants. Parents should be provided with an explanation of the decisions of the placement panel in writing, should they request it.

Waiting Lists

may be established for non-local students. Parents should be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list should reflect realistic expectations of potential vacancies. Waiting lists are current for one year.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. Where required, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The principal will seek to resolve the matter.

If the matter is not resolved at the local level, the Director, Public Schools NSW will consider the appeal and make a determination. The Director, Public Schools NSW will consult with the relevant principals and school communities as necessary.

The purpose of the appeal is to determine whether the state criteria have been applied fairly.