

## Kincumber Public School Policy Enrolment

### Key Accountability: Student Welfare

### Departmental Policy References:

<https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools-a-summary-and-consolidation-of-policy?refid=285839>

### Purpose

The aim of this policy is to provide teachers and parents with information to facilitate student enrolment. It should be read in conjunction with the DoE policy *Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy (1997)*

### Rationale

NSW public schools have defined local enrolment areas which are used to determine eligibility for enrolment in a particular based on residential address. Every public school reserves enough places within their school for students in their local enrolment area.

Parents may however apply to enrol their child at a school outside their enrolment area. Non-local applications may be considered by the school's enrolment panel, according to the department's policy and subject to selection criteria such as availability of appropriate staff and classroom accommodation.

### Implementation

**The school is expected to comply with all policies and procedures of DoE relating to enrolment.**

1. Children living within the **local boundary** area will be enrolled in accordance with the policy of the Department of Education.
2. The **boundary** of the local area is determined by the Department of Education and can be found on the [NSW Public School Finder](#).
3. The **enrolment ceiling** is based on available permanent accommodation as no additional accommodation will be provided to cater for increased enrolments resulting from non-local placements.
4. Kincumber Public School has a notional enrolment ceiling of 520 students based on the school's available permanent accommodation of twenty classrooms.
5. Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. Places in the buffer (3%) are not to be offered to non-local students. Non-local placements must not generate demand for extra staff or create disruption to school routine.
6. Applications for **non-local enrolment** will be considered when local enrolments have been taken and the enrolment ceiling of the school has not been reached, and in consultation with the principal of the local government school.
7. Criteria for assessing **non-local applicants** will include:
  - proximity and access to the school

- siblings already enrolled at the school
- safety and supervision of the student before & after school
- student welfare needs
- medical reasons
- family with a history of relationship with the school
- compassionate grounds
- structure and organisation of the school

Priority for non-local enrolment will be given to students entering kindergarten and siblings of current students.

8. **Successful applicants** will be advised and invited to complete an enrolment form.
9. **Waiting lists** will be established for unsuccessful non-local applicants and will remain current for that school year. Parents will be advised if their child is to be placed on a waiting list.
10. **Appeals** should be made in writing to the Principal who will convene a placement panel consisting of the Principal, a staff representative and a parent representative nominated by the P & C. If not resolved at the local level, appeals may be referred to the Director, NSW Public Schools to make a determination.