

# Enrolment of students Croydon Public School



## INTRODUCTION

The *Education Act 1990* requires students above the age of six to be enrolled at a government or non-government school and to attend school on each day that instruction is provided, or to be registered for home-schooling. It is the duty of the parent or caregiver of the student to ensure that these obligations are fulfilled. Croydon Public School is obliged to develop a policy to assist in the implementation of these requirements.

This policy complies with the guidelines of the document "Enrolment of Students in Government schools: A Summary and Consolidation of Policy" August 1997.

## ENROLMENT CEILING

Children are entitled to be enrolled at the government school that is designated for the intake area within their home.

Croydon Public School has twenty-four permanent classrooms. Based on current advice regarding class sizes, this sets our total enrolment ceiling at 638 students. This number excludes the use of, demountable classrooms which would be required should the numbers of children living in the local area increase.

## ENROLMENT BUFFER

The Department of Education and Communities does not provide additional accommodation (permanent or demountable) for increased enrolments resulting from non-local placements.

An enrolment *buffer*, is used to plan for and accommodate local students arriving throughout the year. This buffer is determined by the number of students identified in the enrolment ceiling.

The school community has determined that our enrolment buffer is to be set 5% of the total student population.

The size of the buffer is based on historical data, enrolment fluctuations and the number of families moving in or out of the area.

## LOCAL AREA ENROLMENTS

Parents/carers seeking to enroll their child must provide proof of the student's residential address. This includes:

- Land rates or a rental agreement **and**
- Copies of three bills such as water, electricity, gas, insurance or car registration.

In addition to this when parents/carers come to the school to enroll their child, they should also bring with them the following documents:

- Birth Certificate or identity documents
- Immunisation history statement
- Copies of any family law or other relevant court orders (if applicable).

# Enrolment of students

## NON-LOCAL AREA ENROLMENTS CRITERIAS

The school community acknowledges that parents/carers may seek to enrol their child in a school out of their local area.

However, in recognising our responsibility to local students and with increasing enrolments that have resulted in a student population greater than the enrolment ceiling, the school has determined that as a general rule it can not currently accept non-local enrolments.

An exception to this may be determined where parents/carers demonstrate that they meet the criteria for non-local applications **and** there is a placement space available.

The Principal will ensure that all criteria is applied equitably to all applicants.

**The criteria** to be considered in determining the selection of non-local applicants includes:

- Siblings already enrolled at the school
- Proximity to the school enrolment boundary
- Medical reasons
- Compassionate circumstances
- Safety and supervision of the student before and after school
- Special interests and abilities
- Structure and organisation of the school.

These criterias are not prioritised.

No student seeking enrolling nor their families, will be discriminated against on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or martial status.

## PLACEMENT PANEL

A placement panel will be used when the demand for non-local places exceeds availability. The panel will consider and make recommendations on all non-local enrolment applications. The panel must include the Principal (as chair), one member of staff and one school community member nominated by the school's parent organisation (P&C). The principal will have the casting vote if required.

For enrolments in the following year the panel will meet in the first week in December. The panel will also meet to ensure out of area enrolments are processed in a timely manner.

## WAITING LIST

The school community has determined that no waiting list will be established for non-local students seeking to enroll.

## APPEALS

Where a parent wishes to appeal against a decision of the placement panel, the appeal should be made in writing to the principal.

## REFUSAL OR TERMINATION OF ENROLMENT

Giving false or misleading information on an *Application to enroll in a NSW Government school* form is a serious offence. In the event that statements made in the application later prove to be false or misleading, any decision made as a result of the application may be reversed.

## POLICY REVIEW

This policy has been developed by staff at Croydon Public School and representatives of the school's P&C Association.

The policy has been endorsed by the school's staff and the P&C Association. It will be reviewed annually.

Date of last review: April 2013

## CONTACT

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