



Enrolment Policy

General principles governing enrolment

- A student is considered to be enrolled when he or she is placed on the admission register of a school.
- A student should be enrolled in one school only at any given time.
- 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.
- Parents may seek to enrol their child in the school of their choice. However, conditions and restrictions apply.
- School local areas are determined by the Executive Director, Public Schools NSW following consultation with Director, Public Schools NSW, Asset Management and the School Principal.

Placement panel

A placement panel will meet to consider non-local enrolment applications.

The panel will consist of the principal, classroom teacher and administration representative. The panel will meet in Week Nine, of each term of each calendar year, or as required.

Only if local applicants have been accommodated will consideration be given to non-local enrolments.

When considering individual applications, the panel will only refer to the information contained on the written application form found on the final page of this document.

The recommendations made by the placement panel will be made within the context of the enrolment ceiling, possible future enrolments and the buffer retained for local students seeking enrolment throughout the year.

Criteria for considering non-local enrolment applications

The following criteria will be applied when considering applications for enrolment:

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school including future enrolment projections

Waiting lists

Waiting lists will be established for both local and non-local students. Parents will be advised in writing if their child is to be placed on a waiting list.

Waiting lists will be current for one year.

Appeals

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

The principal will consider the appeal and seek to resolve the matter.

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

The purpose of the appeal is to determine whether the stated criteria in the school policy have been applied fairly.

Responsibilities of the Principal

With regard to enrolment application, the school principal is responsible for:

- preparing an Enrolment Policy.
- informing present and prospective members of the school community about provision available at the school.
- managing the school enrolments within the resources provided to the school.
- advising the Director, Educational Leadership of enrolment and curriculum trends in the school.
- maintaining accurate and complete enrolment data.
- establishing an enrolment ceiling based on available permanent accommodation.
- setting an enrolment number (a buffer) to cater for anticipated local demand during the year.
- establishing a placement panel when demand for local and non-local places exceeds available accommodation.
- documenting and promulgating the criteria for selection amongst non-local enrolment applications to parents and the school community.

- considering the decisions of the placement panel on local and non-local enrolments at the school level.
- liaising with the applicant's local school to gain ensure the student's needs cannot be met at that school.

Responsibilities of the Director, Educational Leadership

With regard to enrolment, the Director, Educational Leadership is responsible for:

- monitoring enrolment policies, procedures, numbers and ceilings at all schools in the principal network.
- making determinations for out of area placements, in consultation with schools, which cannot be resolved at the school level.
- monitoring schools' local areas in collaboration with principals and Director, Educational Leadership.

Local drawing area

For our local drawing area please see the map located in the administration area of school.



Application for Out of Area Enrolment	
Student Name	
Date of Birth	
Scholastic Year student will commence in	
Intended start date	
Parents'/Carers' Names	
Family Address	
Family contact telephone numbers	
Your local school	
Have you contacted your local school to discuss enrolment? Why have you chosen not to attend your local school?	
We wish for our child to be considered for Out of Area Enrolment at Wollongong West Public School for the following reasons:	
Signature of parent/carer	Date

Please continue over page if required and provide any relevant supporting documentation.