



EMU HEIGHTS PUBLIC SCHOOL

Enrolment Policy

October 2017

School Policy

According to Departmental Policy, parents may seek to enrol their child in the school of their choice and their children are entitled to be enrolled at the government school that is designed for the intake area that the child's home is situated.

Notwithstanding the above, non-local students can be enrolled at the school of parents' choice provided that such placements do not generate demand for extra staff or create disruption to school routine.

In the context of the above principles 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 race, religion, ethnicity or disability.

Emu Heights Public School Local Area

The local drawing area for Emu Heights Public School is attached to this policy (refer to the diagram appended to this policy).

Emu Heights Public School's Enrolment Ceiling

The enrolment ceiling for Emu Heights Public School is based on the DET policy on class sizes; K – 20, Year 1 – 22, Year 2 – 24, Year 3 – 30, Year 4 – 30, Year 5 – 30, Year 6 – 30.

Within this enrolment ceiling a buffer has been determined to accommodate local students arriving through the year. Consequently, enrolment at the commencement of each year will be:

K – 19, Year 1 – 21, Year 2 – 23, Year 3 – 28, Year 4 – 28, Year 5 – 28, Year 6 – 28.

Places in the buffer are not offered to non-local students.

Emu Heights Public School Placement Panel

Each year the school will establish a placement panel to consider all non-local enrolment applications. This panel will be chaired by the Principal and will include the Assistant Principal responsible for Student Welfare, the School Administration Manager and a parent representing the P & C.

The decisions made by the placement panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year.

Criteria for Selection of Enrolment Applications

The selection criteria for Emu Heights Public School in priority order are:

1. Repeating students.
2. Local area students.

Non-local students – consideration will be given to the following factors in priority order.

3. Siblings of non-local students already enrolled.
4. Significant student welfare issues / medical reasons / compassionate circumstances
5. Safety and supervision of the student before and after school.
 - a. attended pre-school / day care in Emu Heights and will access after school care at the same centre during the first year of enrolment.
 - b. will access before and after school care in Emu Heights / Emu Plains and / or travel by bus or be dropped off and/or picked by staff of a before and after school day care centre during the first year of enrolment.
6. Proximity and access to the school.
7. Personal preference

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.

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. If the matter is not resolved at the local level the School Education Director will consider the appeal and make a determination. He or she will consult with the relevant principals and school communities as necessary.

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

Kindergarten Enrolment

Each year the principal will advise the parent body and the school community of the enrolment arrangements for the next year's Kindergarten children, including the policy on immunisation.

Children may enrol in Kindergarten at the beginning of the school year 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. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year.

The Principal is to ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children.

Emu Heights Public School Procedures for Kindergarten Enrolment

1. Parents will be advised that applications for enrolment are available from the school and should be completed prior to the end of Term 2 each year. They will also be advised of the policy regarding non-local enrolment and be requested to complete an application for non-local attendance.
2. Details of addresses given for local enrolment will be checked for accuracy.
3. The placement panel will meet prior to the end of Term 3 each year. They will consider all applications and make decisions based upon this stated policy.
4. The school will then notify parents of successful and unsuccessful applications, advising parents of this policy, reasons of non-acceptance, and of waiting lists.
5. An orientation program will be held during Term 4 each year giving an opportunity for parents to be more fully informed about the school and procedures as well as easing the transition of children into Kindergarten.

