

Condong Public School Enrolment Protocol and Procedures



GENERAL PRINCIPLES

- 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.
- School local areas are determined by the NSW Department of Education through a process of consultation with relevant parties.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if they choose to attend it.
- The primary criteria for acceptance of non-enrolments is the availability of appropriate staff and classroom accommodation.
- No person seeking enrolment will be discriminated against on grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

This document outlines the general protocol and procedures to be followed when enrolling local and non-local students at Condong Public School. It has been developed in accordance with NSW Department of Education Policy – Enrolment of Students in Government schools.

ENROLMENT CEILING

Each year, the school will establish an enrolment ceiling which is based on available permanent accommodation. The enrolment ceiling at Condong Public School is 104 students, with four available classes.

Once numbers reach 94 students, no non-local enrolments will be offered. This allows a buffer of 10 students in the school.

CRITERIA FOR NON-LOCAL ENROLMENT

All criteria are considered. Meeting one or two of the criteria does not guarantee placement.

- The enrolment ceiling and buffer at the school
- Proximity and access to the school
- Siblings already enrolled at the school
- Safety and supervision of the student
- Compassionate circumstances
- Medical reasons
- The welfare, safety and academic progress of students already enrolled at Condong Public School
- Special interests and abilities
- Structure and organisation of the school

NON-LOCAL ENROLMENTS

All parents and caregivers may seek to enrol their children at Condong Public School. A parent or caregiver seeking non-local enrolment must complete a non-local enrolment application form and arrange an interview with the principal. If demand for non-local enrolment exceeds availability at the school, a placement panel (consisting of the principal, a staff member and a parent representative) will

be established to determine eligibility. Application for enrolment may be declined if placement generates additional staffing or creates disruption to school routines or organisation.

PROOF OF RESIDENCE

The principal can seek information they consider to be of assistance in determining an address. Such evidence may include council rate notices, accounts for water, electricity or phone, lease documents or electoral enrolment confirmation.

APPEALS

Any appeal regarding enrolment should be made to the principal, who will seek to resolve the matter. If the matter is not resolved at school level, it will be referred to the School Director who will consider the appeal and make a determination.

REFUSAL OF ENROLMENT

The principal may refuse enrolment of a student with a history of violence until appropriate risk management procedures have been put in place.

Brendan Quinn
Principal

Reviewed August 2016