

# **ENROLMENT POLICY**

## **Principles Governing School 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.
- Each child is entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated.
- Parents may seek to enrol their child in the school of their choice.
- School local areas are determined by the Department of Education and Training through a process involving consultation between the Properties Directorate and the district superintendent.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible child from the designated local area has a place at his or her local school if he or she chooses to attend it.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation and proof of residency may be required when parents seek local enrolment, eg: rate notice, housing lease, letter of verification from acceptable statutory body.
- The maximum enrolment possible for Wagga Wagga Public School, taking into account existing learning spaces, is 420 students and 15 for IM class.
- Once the annual school enrolment return is completed in February, new non-local enrolments cannot be accepted if they necessitate the provision of additional learning spaces or additional staff. It is the schools policy to accept out of zone placements after this time, only under exceptional circumstances.

## ENROLMENT PROCEDURES

- All children who live within the defined zone for this school are entitled to enrol at the school.

- **NON LOCAL ENROLMENTS**

Non Local enrolment applications are to be made on the prescribed form indicating reasons for seeking such enrolment. Applications will be considered by the enrolment committee, taking into consideration the conditions outlined below.

- **At the beginning of each school year**, applications for non local enrolment will be considered in all grades subject to:
  - \* availability of classroom spaces and preferred class structure.
  - \* Meeting the criteria for non local enrolment priorities listed below.
- The ability of the school to provide an effective and successful education.
- **During the school year**, applications for non local enrolment may be accepted provided:
  - \* Space is available in relevant grades ( after allowing an 8% buffer zone in each grade for potential local enrolments during the year ).
  - \* Such enrolment does not create the need for additional staffing or classroom space.
  - \* Resources are available to support the requirements of Special Needs children wishing to enrol or can be obtained.
  - \* A case proving exceptional circumstances has been made.

- **Priorities for Non Local Enrolment** ( Including new Kindergarten enrolment applications )
  - ✚ Sibling attending the school.
  - ✚ Parents work and/or student after school care is nearby.
  - ✚ Wagga Wagga Public School is closest school to child's residence?
  - ✚ Medical reasons.
  - ✚ Child's age.
  - ✚ Particular programs that the school operates which suit the applicants needs.
  - ✚ Social/emotional problems experienced by child at existing school. ( Appropriate proof and evidence of attempts to solve the difficulty required ).
  - ✚ Other priorities will be assessed on merit. eg. A case can be established that it is in the interest of the students welfare to be enrolled at Wagga Wagga Public School.

### C. **Enrolment Committee**

This committee will meet and make decisions where Non-local enrolment applications outnumber available places.

The enrolment committee is to comprise the Principal, another nominated member of the school executive, a nominated classroom teacher and a representative of the P&C.

The committee will assess all non-local applications for enrolment on their merit according to the above criteria, taking into account the other requirements of this policy.