

Student Enrolment Policy



<i>Date of writing</i>	<i>July 2014</i>
<i>Date of Review</i>	<i>July 2017</i>

This policy has been developed with reference to Enrolments of Students in Government Schools: A Summary and Consolidation of Policy August 1997. This DEC policy remains the overriding policy for aspects not covered in the Quakers Hill Public School Policy.

Enrolment Ceiling

Quakers Hill Public School has an enrolment ceiling based on the number of permanent classrooms. Quakers Hill Public School currently has 32 classrooms. No additional accommodation will be provided to cater for non-local placements. Non-local placements should not generate demand for extra staff or create disruption to the school routine.

Our enrolment ceiling is 805 students.

- 7 Kindergartens of 21 students
- 6 Year 1s of 22 students
- 6 Year 2s of 24 students
- 18 Year 3-6s of 30

Children living in the local area will be enrolled in accordance with the policies of the NSW Department of Education and Communities. The boundary of our local area is clearly marked on the School Catchment Map from the DEC Demographer (attached).

Proof of address in the form of a rates notice, rental lease or a utilities account must be provided by all local area families before enrolment can be confirmed. A current driving licence is not acceptable as proof of residence.

Wherever possible some places will be kept open in each grade from the start of the year to ensure access for children who move into the local area during the school year. This figure will represent 5% of the total student population. These places should not be offered to non-local students unless there are extenuating circumstances. Applications for non-local enrolment will be considered only when there are places available in the school. Parents must complete an application for Non-Local Enrolment and submit this to the school. Contact will be made with all non-local applicants to obtain further information if required.

Placement Panel

A Placement Panel will consider and make recommendations on all non-local enrolment applications. The panel will consist of a member of the School Executive, a P&C representative, the School Administrative Manager and the School Principal.

Parents will be advised by telephone and confirmed in writing of the outcome of the application. Parents will be informed that if an application is unsuccessful, that an out of area application can be resubmitted for the following year.

Chosen Criteria

Criteria for selecting non-local enrolments for Quakers Hill Public School will be:

Structure and organisation of the school
Sibling(s) of students currently at the school
Sibling(s) of students obtaining placement in the school OC classes
Admission through the school's performing arts program – BAND (\$50 application fee and audition)
Students requiring Before and After School Care
Students seeking enrolment currently enrolled in a non-government setting
Previous students

While priority is given to siblings of currently enrolled students, all decisions are based on solely on current and anticipated school population.

Further Criteria

From the Enrolment of Students in Government Schools Policy 1997:

Medical reasons.
Compassionate circumstances.
Special interests and abilities.
Proximity and access to the school.

Shared Accommodation

- Parents seeking enrolment at Quakers Hill Public school based on a shared living arrangement with a family member / friend must provide; Statutory Declaration from both the owner of the property and the family seeking enrolment

Three of the following original documentation;

- House owners rate notice / electricity statement / rental agreement
- Car registration – indicating new address
- Car insurance – indicating new address
- Mobile phone statement - indicating new address
- Credit Card statement – indicating new address

As stated on the 'Application to enrol in a NSW Government school'

'giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.'

The Appeal Process

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 school level, the School Education Director will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

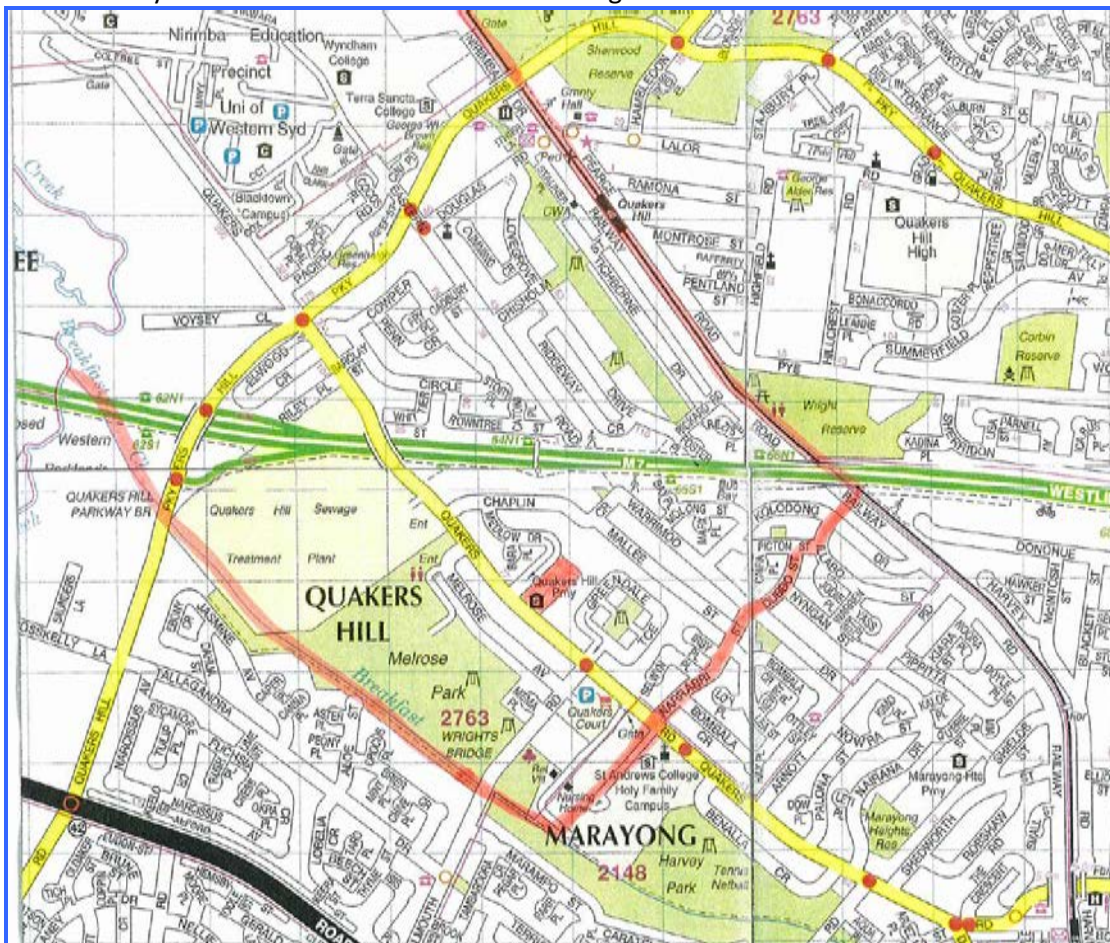
School Area Map

A School Area Map has been included on page 3. The school's drawing area spans to the north to the railway line, to the west to the Nirimba Educational precinct, to the south to Breakfast Creek. To the east the drawing area is Narrabri St and Dubbo St.

Individual street specifications are:

Falmouth Rd	63 up
Quakers Rd	120 up
Warrimoo Dr	40 & 41 up
Railway Rd	119 down
Narrabri St	even numbers
Dubbo St	even numbers
Kolodong Dr	evens 34 up odd 39 up

Please note that Primary School boundaries are different to high school boundaries.



Students Who Leave

Non-local students who leave Quakers Hill Public School and enrol in another school then return to Quakers Hill PS at a later date will fall under the criteria of our enrolment policy. Their return to our school will once again depend on vacancies.

Enrolment Requirements

An original documents with the parents' name and the in area address must be produced.

- Council Land Rates
- Rental Agreements
- Water Rates
- Electricity Account
- Gas Account
- Home Telephone Account
- Centre link Documents
- Medicare Account

Before enrolment at any school the following documents must be presented:

- Birth Certificate **or** Passport
- Immunisation Certificate