



# GRETA PUBLIC SCHOOL

## Implementation procedures of the Department of Education Enrolment Policy

### Introduction

Any child between the ages of six and seventeen is required to be enrolled at a government, registered non-government school or training, and is to attend each day that instruction is provided or to be registered for home schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

### General Principles Governing Enrolment

A student is considered to be enrolled when he or she is placed on the admission register of a school. 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.

Greta Public School's intake area is determined by the NSW Department of Education, the Properties Directorate and the School Education Director.

School Intake Zone Inquiry: <https://education.nsw.gov.au/school-finder>

No person will be discriminated against enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

### Enrolment Ceiling and Buffer

Greta Public School has an enrolment ceiling based on 7 permanent classrooms and providing a buffer to accommodate designated intake area students enrolling throughout the year.

The 2020 enrolment ceiling per class is as follows:

Class Description	Capacity	Number	Total
Kindergarten	20	1	20
1	22	1	22
2	24	1	24
3	30	1	30
4	30	1	30
5	30	1	30
6	30	1	30
<b>Total</b>		7	186

### Local Enrolment Applications

A student whose address falls within the designated intake area will be entitled to enrol at Greta Public School in accordance with the policies of the NSW Department of Education.

Proof of residence is required to substantiate the application. The school must sight original documentation of either Council Land Rates or Rental Lease Agreements. Two other documents must also be provided. Water rates, Gas account, Electricity account or Medicare accounts are acceptable forms of documentation. All documents must be in the parent/s name and will be confirmed by the school.

Children may enrol for Kindergarten if they turn five years of age on or before 31 July in that year. Original documentation providing proof of age is required. Either birth certificate or passport can be

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used to provide this information. Applicants will be asked to establish proof of identity, Australian Citizenship or either residency or visa status.

All parents enrolling children must produce a proof of immunisation status. Parents can find out more by reading the NSW HEALTH guidelines regarding procedures for a child who is not immunised. An interview with the Principal or delegated executive member will be held with new enrolments to determine any special needs including EALD and funding support for disabilities and Court Order details.

### **Placement Panel**

A Placement Panel will consider applications and make recommendations when demand for non-local places exceeds availability. The composition of the panel will include the Principal, a teaching staff member and a member of the P&C. The panel will be chaired by the Principal and will meet as needed.

### **Non-local Enrolments**

Applications for non-local enrolments will be considered only when there are places available in the school. The enrolment will not create the need for additional staff and accommodation under any circumstances. If the above criteria are met, the following could be considered.

The placement panel will consider the following criteria to support non-local enrolments (not listed in any priority order):

- Proximity and access to Greta Public School
- Safety and supervision of the student before and after school
- Special interests and abilities
- Compassionate circumstances
- Medical reasons
- Siblings already enrolled at the school
- Structure and organisation of the school

### **Appeals**

Where a parent wishes to appeal against the direction of the placement panel, the appeal should be made in writing to the Principal. Where required, the Principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter. If the matter is not resolved at the local level, the Director – Educational Leadership, Maitland, will consider the appeal and make a determination.

### **Evaluation Process**

These procedures will be reviewed, and refined if necessary, in Term 1 2021, by GPS executive and ratified by the P&C.